



# Nichols College

*Learn. Lead. Succeed.*

## 2016–2018 Catalog

### President's Message

Dear Student,

Within a supportive community, Nichols College transforms today's students into tomorrow's leaders through a dynamic, career-focused business and professional education. This mission guides all of our efforts and ensures that our students benefit from a range of curricular and co-curricular opportunities that give them a distinct advantage in the workplace. Our faculty, many of whom are former business leaders, executives and owners, bring a unique perspective to the classroom and continually work to develop teaching methods that promote a meaningful educational experience. Programs such as the Professional Development Seminar, a four-year series of one-credit courses designed to enhance the professional and personal development of students beyond academics, have become the cornerstone of a Nichols education. Nichols is steadily defining leadership education for the next generation of students. Every day, we dedicate ourselves to their professional development and they amaze us with their capacity to discover their own leadership potential.

The Nichols experience unfolds in a welcoming environment where students are encouraged to learn and grow under the guidance of mentoring faculty and staff committed to student success. We place an importance on educating the whole student by fostering an appreciation of the arts and sciences, emphasizing the integration of technology in the classroom, and promoting student involvement in Division III athletics and an array of club and co-curricular activities.

The College boasts nearly 14,000 alumni and countless success stories of our graduates putting their Nichols degrees to productive use. On average, more than 90 percent of our graduates secure jobs or are in a graduate program within six months of graduation. Employers report that our students are well prepared for the world of work and effectively present themselves. We are also especially proud of the fact that four in ten Nichols alumni become a president, CEO or business owner.

Our outcomes represent our programming well. The building blocks to a practical business education are detailed in this Catalog. We look forward to getting you started and to helping you grow and succeed at Nichols College so that one day you may put your Nichols degree to work.

Sincerely,  
Susan West Engelkemeyer, Ph.D.

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## Mission and Goals

### Nichols College Mission Statement

Within a supportive community, Nichols College transforms today's students into tomorrow's leaders through a dynamic, career-focused business and professional education.

### To support its mission, Nichols College

- Offers an experiential business curriculum with a strong liberal arts foundation, as well as diverse co-curricular opportunities.
- Integrates into the student experience, programs and activities that cultivate and enhance professional skills and readiness.
- Develops the communication and critical thinking abilities, the ethical and cultural perspectives, and the necessary teamwork skills that are required of leaders in a global economy.

### Nichols College Educational Goals and Outcomes

Nichols College is a teaching institution whose primary mission centers on the intellectual, personal, and professional development of each student. The educational goals of the College are to prepare students for careers in business, public service, and the professions, by means of improving their skills and competencies, and to actively engage within our community and the global society.

All students will demonstrate a basic knowledge of the fundamental principles of their major fields of study. In particular, students majoring in business administration should possess an understanding of the key business functions of accounting, finance, economics, information systems, management, and marketing and an awareness of the interaction of these concepts in the practice of business and their relationship to government and public policy. Students majoring in the liberal arts will demonstrate similar understanding of the basic concepts pertaining to their areas of concentration, allowing for a solid foundation that could lead to graduate studies. Through the general education curriculum, all students will also develop an awareness of the arts, sciences, as well as professional skills, and their importance in the complete development of the well-educated citizen.

Each educational goal is supported by learning outcomes that clarify what the Nichols student will accomplish as evidence of success. These outcomes have been identified by business leaders as

vital for the success of their employees. The College will engage in a continuous process of assessing student learning outcomes as they relate to related educational goals. Assessment results will allow us to improve our curriculum and pedagogy on an ongoing basis.

### **1. Communication**

Effectively express and accurately comprehend concepts and facts using a range of appropriate and current communication methods.

### **2. Critical Thinking and Quantitative Analysis**

Utilize qualitative and quantitative problem-solving skills to analyze and interpret information.

### **3. Ethics and Personal Accountability**

Recognize and assess questions of right and wrong and demonstrate a willingness to act responsibly in personal and professional life.

### **4. Civic and Social Engagement**

Articulate an understanding and appreciation of cultural and human differences, acknowledging the interconnectedness of a global society and one's social and civic responsibility to the community, the nation and the world.

### **5. Leadership and Teamwork**

Work effectively and collaboratively in a group, assume leadership when appropriate, and support leadership in others.

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## **General Information**

### **Degree Options**

Nichols offers two undergraduate degrees – the Bachelor of Science in Business Administration and the Bachelor of Arts.

Students may work in a number of concentration areas within the undergraduate degree programs:

#### **Business Administration (BSBA)**

With concentrations in:

- Accounting
- Criminal Justice Management
- Economics
- Finance
- Hospitality Management
- Human Resource Management
- Integrated Marketing Communication
- International Business
- Management
- Sport Management

Students seeking a broader business perspective may select a program in General Business.

## Liberal Arts (BA)

With majors in:

- Communication
- Criminal Justice
- Economics
- English
- History
- Mathematics
- Psychology

## Memberships

- American College Health Association (ACHA)
- Association of Governing Boards (AGB)
- Association of Independent Colleges and Universities in Massachusetts (AICUM)
- Commission on Sport Management Accreditation (COSMA)
- Council for Advancement and Support of Education (CASE)
- International Assembly of Collegiate Business Education (IACBE)
- National Association of Independent Colleges and Universities (NAICU)
- National Collegiate Athletic Association (NCAA)
- New England Association of Schools and Colleges (NEASC)
- The Association to Advance Collegiate Schools of Business (AACSB)
- The College Board
- The Council of Independent Colleges (CIC)
- The Tuition Exchange Program (TEP)

## Historical Highlights

**1815** Nichols Academy was founded by Amasa Nichols, a wealthy Dudley industrialist. Early benefactors of the Academy included Samuel Slater, “the father of cotton manufacture in the United

States,” who owned mills in the adjoining town of Webster; and Hezekiah Conant, another leading textile manufacturer. Nichols Academy closed in 1909.

**1931** Nichols Junior College of Business Administration was founded by James Lawson Conrad. The first junior college exclusively for men in the East, the college also became the first junior college in Massachusetts to receive the authority to grant an associate’s degree in business administration. Nichols was closed during the latter part of World War II.

**1946** Nichols Junior College was reopened under James Conrad.

**1958** Nichols was granted the authority to become a four-year college and to confer the degree of Bachelor of Business Administration.

**1965** Nichols earned accreditation by the New England Association of Schools and Colleges.

**1970** The Board of Trustees voted to admit women to Nichols for the first time since the Academy days.

**1971** The College was granted authority by the Commonwealth of Massachusetts Board of Higher Education to grant the degrees of Bachelor of Arts, Bachelor of Science in Business Administration, and Bachelor of Science in Public Administration.

**1974** Nichols was given authority to grant the degree of Master of Business Administration.

**1980** Nichols established the Institute for American Values (renamed the Robert C. Fischer Policy and Cultural Institute in 1999) as a division of the College, providing a forum for the free exchange of ideas.

**1998** Dr. Debra M. Townsley was named Nichols College’s sixth and first female, president.

Nichols established an innovative curriculum including a Current Issues Symposium and the Professional Development Seminars.

**1999** The Educator Preparation Program (5-12) was re-established as an academic concentration.

**2005** Nichols earned accreditation by the International Assembly for Collegiate Business Education.

**2006** Nichols Student Government Association celebrated its 30th anniversary.

The Fischer Institute celebrated its 25th anniversary.

**2007** Nichols was given authority to grant the degree of Master of Organizational Leadership and the degree of Associate of Arts in General Studies.

**2008** Nichols became a “GreenCampus” to increase awareness of “green” initiatives.

**2010** The Board of Trustees appointed Trustee Emeritus Gerald Fels as Interim President and formed a President Search Committee.

Attendance at the Fischer Institute passed the 50,000 mark.

**2011** Susan West Engelkemeyer, Ph.D., was officially installed as the 7th president of Nichols College.

**2012** The Fels Student Center, named in honor of Gerald Fels '66 and Marilyn Fels, was dedicated on November 16, 2012.

**2013** A Certificate in Entrepreneurship was initiated.

The College received approval from the Massachusetts Board of Higher Education to retitle its Master of Organizational Leadership degree to Master of Science in Organizational Leadership.

The Institute for Women's Leadership was established with the goal of developing the leadership potential of female students, and serving as a resource and authoritative voice on women's leadership for the community at large.

**2014** The new Emerging Leaders program began with the introduction of the new LEAD 101 class.

Nichols began the celebration of its Bicentennial.

Nichols undergraduate day enrollment reached an all-time high of 1,213.

**2015** An academic building, designed to be LEED certified and provides state-of-the-art team-building classrooms, opened in August.

A significant renovation to the Recreation & Athletic Center opened in the fall.

Nichols ends the celebration of its Bicentennial.

The Legacy Campaign aiming to raise \$45 million was announced.

The Leadership Early Acceptance Program (LEAP) was launched.

## College Resources

### Faculty

The faculty at Nichols College is one of our most important resources. Students are able to form close and lasting relationships with dedicated faculty members. Nichols' small size, its student/faculty ratio of 17 to 1, and an institutional commitment to teaching make these relationships possible.

Members of the faculty represent a broad range of academic and professional interests and experiences. The faculty's academic credentials have been earned through study at major graduate and professional schools in the U.S. and signify high levels of scholarly achievement. The faculty's professional credentials include extensive service in both the business and public sectors. This blend of academic and professional experiences among the faculty gives the student a unique perspective on business and public service.

## Students

Nichols College has an undergraduate enrollment of approximately 1,200 full-time and 100 part-time students. Nichols draws most of its students from in region, with 85% hailing from New England states, but the reach is also broad with more than 30 states and 10 countries represented in the student population.

80% of Nichols undergraduate students identify as white, 7% as black or African American, 6% as Hispanic, and 4% as two or more races.

80% of Nichols full-time undergraduates are residents, while 90% of new students typically choose to live on campus.

The College tracks retention and graduation rates each semester. These student success measures are examined and distributed internally via the College Retention Task Force and the Recruitment and Retention Committee of the Board of Trustees. This data is also reported to IPEDS annually. In 2016, Nichols reports a first-year retention rate of 71%, and a four-year graduate rate of 50%.

Nichols also participates in the National Survey of Student Engagement bi-annually, and has conducted a student satisfaction survey (CLASS) each spring since 2011. This student-response data is reviewed by the College Assessment Committee.

## Cultural Life

The Robert C. Fischer Institute for Policy and Culture (see **ACADEMIC PROGRAMS: Special Programs**), located in the Fels Student Center, develops and administers the Cultural Enrichment Program. The Fischer Institute programs forward the mission of Nichols faculty to develop students. The Fischer Institute provides a way for students to connect to the world through national and international programs that bring students together with leaders in business, government and society. The Institute also sponsors events in the arts and sciences to enhance the richness of a Nichols education. Students are asked to think critically about contemporary issues and ideas through Fischer Institute-sponsored events.

## The Campus

Nichols College is located in south-central Massachusetts, in the town of Dudley, a rural New England community. The main road through campus follows the crest of a ridge overlooking picturesque valleys and hills in all directions. The campus encompasses close to 200 acres of land.

## Major Buildings

Currently Nichols College owns and maintains 33 buildings and structures including administrative/academic buildings, residence halls, and student life buildings. The gross square footage for these buildings totals approximately 503,225 square feet. The oldest building on campus, the Guest House, dates back to 1792. The most recent addition is the Academic Building, which opened in 2015.

**Academic Building 2015** The Academic Building houses campus academic services, the Registrar, Academic Advising, Learning Services, and Faculty offices. The building is also home to the Institute for Women's Leadership and five classrooms. A video editing suite and sound stage with cyclorama wall complete the building.

**Academy Hall 1881** Academy Hall houses Graduate and Professional Studies and eight classrooms.

**Admissions Center 1965** A former residence, this structure houses the Admissions Office.

**Athletic and Recreation Center 2000** This building is a performance gym for varsity basketball and volleyball. The Athletic and Recreation Center contains a suspended jogging track, two racquetball courts, a squash court, an indoor climbing wall, and four varsity locker rooms.

**Auditorium 1880** This building houses the Eaton Foyer, which can accommodate gatherings of up to 40 people in an elegant setting for many functions. Through the foyer is the Daniels Auditorium, a flexible space that can accommodate 330 people in a theater setting. The hall is equipped with theater lighting, an LCD projector, surround sound audio system, dressing areas for performers, and a stage. The room can easily convert to a banquet hall able to seat 100 guests.

**Chalmers Field House 1965** The multipurpose Chalmers Field House contains multiple levels and a clear span gymnasium of 120'x120'x35'. It has a basketball court, locker rooms, athletic offices, and equipment storage. The facility was remodeled and renovated in 2015 to include a weight room, fitness center, athletic training room, and aerobics/dance studio.

**Chapel 1883** Originally a library and an astronomical observatory, the present Chapel stands as a tribute to all faiths. It is a place for meditation and community gathering. The lower level of the Chapel is home to a classroom tailored for art and music classes.

**Conant Hall 1885** Named after Hezekiah Conant, one of the benefactors of Nichols Academy, Conant Hall was originally a residence facility for the Academy. The building has since become home to Academic Affairs, the Professional Development Seminar program, and faculty offices.

**Conrad Hall 1956** Named in honor of the College's first President, James L. Conrad, this building is centrally located on the upper campus and serves as the primary administrative building for the institution. Conrad Hall houses the Office of the President, Student Financial Services, Human Resources, Financial Operations, and Advancement & Alumni Relations.

**The Currier Center 1890** Located on the College Green, this building once housed a public school

house, and later the College's infirmary. In 1996, Fredrick P. Currier, founder of the Market Opinion Research of Detroit, Michigan, provided a gift to renovate the structure. In 2013 the building was completely renovated to house the Academic Resource Center.

**Davis Hall 1991** This building contains 10 classrooms, two lecture halls, a seminar room, several faculty offices, a café, and a student lounge area. For enhanced instruction, each classroom is equipped with standard classroom technology which is part of the campus network. The structure is dedicated to a generous Nichols benefactor, the Davis Family of East Longmeadow, Massachusetts.

**Fels Student Center 2012** The Fels Student Center opened in the Fall of 2012. Situated in the heart of campus, the Fels Student Center offers alternative dining options for students, including grab and go meals in the student lounge and coffee house items in the café; the campus bookstore and post office; the Student Life suite, which includes the offices of Residence Life and Student Involvement; the Fischer Institute; the Office for International Engagement; radio station WNRC-LP 97.5 FM; three seminar rooms; a trading room; and various administrative offices and conference rooms.

**Library 1962** This four story building, which overlooks a beautiful New England valley and landscape, houses Conant Library, Davis Business Information Center, a computer lab, faculty offices and the College Archives. The Davis Business Information Center is the administrative and academic computing hub of the campus. It houses the Information Technology department which oversees the College's administrative computing, its networking hardware, and its academic computing systems.

**Lombard Dining Hall 1974** The dining hall provides dining facilities for the campus community. The lower level houses Facilities Management.

**South Hall 2007** This single level building located within the heart of the residential community houses Public Safety and Health Services.

## Residence Halls

All Nichols College Residence Halls have 24/7 monitored life safety systems and card access entry. Each residence hall room has wireless internet and cable television connections. Every residence hall is also equipped with an onsite laundry facility and recycling center.

**Budleigh Hall 1932** Budleigh Hall is a historic traditional style residence hall located atop a small hill affectionately named "Budleigh Hill." This residence hall accommodates 86 students, with single gender per floor.

**Center Hall 2007** Center Hall was built in the summer of 2007 and sits between Remillard and Budleigh Halls. Center Hall is a single story, single gender facility. The building has a large common room with television. Center Hall features double and triple occupancy rooms with easy access to recreation facilities.

**Copper Beech Apartments I & II 2008, 2009** The Copper Beech Apartments, located directly on Center Road, are two residence halls primarily available for upperclassmen. These facilities feature

apartment style accommodations: each has a full kitchen, living area, and dining area. The apartments are configured to house either 4 or 6 students. Students who live in a 6-person apartment have 4 bedrooms and 2 baths; students living in 4-person apartments have 2 bedrooms and 1 bath. Copper Beech I has a staff office and a market available to all students. Copper Beech II houses common vending for all residents.

**Kuppenheimer Hall 1970** This residence hall was completely renovated in 2013. Suites are furnished with a spacious common room and private suite bathroom. Kuppenheimer houses 43 students in 11 unique layouts.

**North Hall 2007** North Hall was built in the summer of 2007. It sits between Remillard and Center Halls. North Hall is a single story, single gender facility. North Hall is the closet residence hall to the Athletic and Recreation Center. It overlooks the Francis J Robison Jr. Tennis Court Complex.

**Olsen Hall 1969** Named in honor of Herluf V. Olsen, a former member of the Board of Trustees, this residence hall houses 65 students. It has a staff apartment and a student lounge. This building was completely renovated in three stages with completion in the summer of 2008. These renovations made Olsen Hall one of the greenest buildings on campus. The green initiatives included low VOC paint, recycled flooring, occupancy sensors for all public space, an insulated building envelope, energy star appliances, and energy recovery heat ventilators. The entire building is heated and cooled with a geo-thermal system so that no fossil fuels are used in the process.

**Remillard Hall 2000** Remillard Hall accommodates over 200 students, making it the second largest residence hall on campus. It has a lounge/recreation room and staff apartment located on the ground floor. It is a “cluster” style residence hall: two spacious rooms share a common bathroom. Each room is climate controlled.

**Shamie Hall 1991** Shamie Hall, the largest residence hall on campus, houses more than 360 students. All rooms have private bathrooms and individually controlled heating and cooling. Common lounges and study rooms are located on each of the three floors. There is a staff apartment on the third floor, and a fitness facility on the first floor.

**Winston Hall 1945** Winston Hall houses 16 students. Extensive renovations in the summer of 2007 included a shared kitchen and a common lounge. Students find the small parking lot located directly behind the building convenient.

## Outdoor Sport and Recreation Facilities

**Vendetti Field** This multipurpose, synthetic turf field with lights includes an eight lane track, a press box and bleacher style seating. It was dedicated in 2005 in honor of Coach Michael J. Vendetti. It is the primary game field for many NCAA competitions.

**Francis Robison Jr. Tennis Court Complex** Six tennis courts, named for former Nichols Trustee Francis “Pat” Robison Jr. ’38, were dedicated in 1992 as part of an outdoor sport and recreational complex. The tennis courts underwent a complete renovation in 2014-2015. Located next to the Chalmers Field House, the complex includes a basketball court, a volleyball pit, and lighting to enjoy

outdoor facilities into the evening.

**Athletic Fields** To complement the full array of NCAA varsity sports, Nichols maintains several outdoor athletic fields, which include baseball, softball, and soccer.

**Residence Hall Recreation Areas** In addition to the amenities featured in the residence halls, there are many outdoor areas for recreation and relaxation. A wiffle ball field, a basketball court, a horseshoe pit, a 9-hole disc golf course, and several open-space quads complement the full residence hall experience for Nichols students.

## Off Campus

Nichols College, located in Dudley, a small Central Massachusetts community just twenty minutes south of Worcester, is within an hour's drive of Boston, Springfield, Hartford or Providence. The College community has easy access to historical museums and sites such as Old Sturbridge Village.

The Greater Worcester area, home of thirteen colleges and universities, is a vibrant and creative region in the midst of an exciting revitalization, and the country is taking notice. Historic Worcester has been named among the top ten best small cities to live in by Forbes magazine.

Whether catching a concert at the DCU Center, sampling restaurants on Shrewsbury Street, exploring the region's many cultural offerings, watching a play at the Hanover Theater, or attending local sporting events, the Greater Worcester area offers plenty of college town activity.

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## Statements of Policy

### Drug-Free Campus and Workplace

The College community recognizes that abuse of alcohol and other drugs can create potential health, safety, or security problems. The College is in compliance with the Drug Free Workplace Act (1988) and the Drug Free Schools and Communities Act Amendment of 1989 which requires that programs be adopted to prevent the use of illicit drugs and the abuse of alcohol by students and employees. The College: 1) requires standards of conduct that prohibit the unlawful possession, use, manufacture, or distribution of drugs and alcohol by students and employees; 2) provides descriptions of appropriate legal sanctions under local, state, and federal law for unlawful possession or distribution of illicit drugs or alcohol; 3) offers information and counseling about health risks associated with drug and/or alcohol abuse; and 4) maintains a system of discipline up to and including expulsion or dismissal for violation of these laws.

### Equal Opportunity

## **Nichols is an Equal Opportunity College**

### **Notice of Nondiscriminatory Policy as to Students.**

Nichols College admits students of any race, color, religion, sex, age, disability, sexual orientation, veteran status, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. The College does not discriminate in the administration of its educational policies, admissions policies, scholarship and loan programs, employment, athletic, and other school-administered programs. The College is in compliance with Title IX of the 1972 Education amendments and Section 504 of the Rehabilitation Act of 1973 as amended.

### **Notice of Nondiscriminatory Policy as to Employees.**

Nichols College is committed to the principle of equal employment opportunity. Applicants for employment and employees are reviewed on their individual qualifications for a position. Under no circumstances will Nichols College discriminate against qualified persons on the basis of race, color, religious creed, retaliation, national origin, ancestry, sexual orientation, gender, gender identity/expression, disability, mental illness, genetics, choice of health insurance, marital status, age, veteran status, or any other basis prohibited under applicable law.

This policy applies to all employment practices including but not limited to hiring, promotion, demotion, transfer, recruitment/recruitment advertising, layoff or termination, rates of pay or other compensation, and training. Discrimination of any type, including retaliation against an individual filing a charge or making a complaint, is not tolerated.

The full text of the Nichols College Policy against Discrimination, Harassment and Retaliation can be found on the college website and portal.

## **Financial Audit Availability**

The College will provide a copy of the most recent audited financial statements upon request. The request can be made to the Controller through the Financial Operations Department at Nichols College, 508-213-2288.

## **Jury Duty Policy**

According to the Office of the Jury Commissioner of the Commonwealth Massachusetts, “every U.S. Citizen 17 years of age or older who is a Massachusetts resident or an inhabitant for more than 50% of the time is eligible to serve as a juror. If you are a resident of another state but a student at a Massachusetts college, you are an inhabitant for more than 50% of the year and, therefore, eligible to serve as a juror in Massachusetts”.

It is not unusual for students residing in Worcester County to be summoned to serve as trial jurors. Jury service, on a short-term basis, can provide students with a good opportunity to fulfill one of their responsibilities as members of the community. Nichols College supports students in their fulfillment of this civic duty.

Students should carefully read all materials they receive with their summons to service. These materials contain helpful information about confirming, postponing, rescheduling, or relocating service, and they address many of the most frequently asked questions. Jury duty is an important legal obligation, and those who fail to respond are subject to criminal prosecution.

Students who must miss class in order to fulfill their jury service requirement should notify each of their instructors of the summons and make arrangements to complete any missed work. Students may be required to furnish their summons notice or the certificate of the service when making these arrangements.

If you have any questions about jury duty, including confirming, postponing, rescheduling, or limiting your service, please contact the Office of the Jury Commissioner (1-800-THE-JURY/1-800-843-5879). Further information can be found on the Office of Jury Commissioner's website at [www.massjury.com](http://www.massjury.com).

## **Religious Holidays Observance Policy**

Any student who is unable, because of religious beliefs, to attend classes or to participate in any examination, study, or work requirement on a particular day shall be excused from any such examination, or study, or work requirement, and shall be provided with an opportunity to make up such examination, study, or work requirement which may have been missed because of such absence on any particular day, provided, however, that such makeup examination or work shall not create an unreasonable burden upon the College. No fees shall be charged by the institution for making available to the students such an opportunity. No adverse effects shall result to any student because of these provisions.

## **Sexual Misconduct Policy**

As an institution of higher learning committed to providing the most constructive atmosphere possible for academic and personal advancement, Nichols College is particularly concerned about conduct commonly described as sexual misconduct. Sexual misconduct is a broad term that includes but is not limited to sexual assault, sexual exploitation, stalking, relationship violence, cyber-stalking, bullying and cyber-bullying, sexual harassment, aiding and facilitating the commission of a violation and retaliation. The College takes these matters very seriously and will act to eliminate the misconduct and impose such corrective measures as necessary. Complaints may be made to the Dean of Students, who serves as the campus Title IX Coordinator. Please refer to the Student Life Handbook on the College website for the full text of this policy.

## **Emergency Closing/Early Release**

Decisions to delay opening, to close, or suspend operations at Nichols due to adverse weather conditions or other emergency conditions will be made by the College's Senior Administrators. Should severe weather or another emergency situation require cancellations of classes, announcements will be broadcast on:

WBZ-TV (Channel 4 – Boston) and WCVB-TV (Channel 5 – Boston)

and over radio stations serving central Massachusetts and northeastern Connecticut on:

WTAG–580 AM, WESO–970 AM, WINY–1350 AM,  
WSRS–96.1 FM, WXLO–104.5 FM

When classes are cancelled due to weather or another emergency situation, the administration emails all students, and posts alerts on the Nichols website, Facebook, and Twitter. In cases of extreme and sudden conditions, Nichols may use the text alert system to notify students.

Students can also call the Nichols College “Snow Line” after 6:30 a.m. at 508-213-2452 to see if classes are cancelled for the day.

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## Admissions Policies and Procedures

Nichols College regards each prospective student as an individual, considering each application as it is submitted throughout the academic year. Applications for full-time undergraduate students are accepted on a rolling basis and decisions are made when applications are complete. Students wishing to apply to Nichols under the Early Action policy are held to a December 1st deadline. Students applying after the Early Action deadline will be accepted on a rolling basis.

It is the goal of Nichols College that every student who enrolls be provided the best career-focused business education in New England. Admissions is a joint process between the applicant and the Nichols College community; we want to make sure that Nichols is the right fit for the student, and the student for the College.

## Interviews and Tours

There is no substitute for a campus visit when students are choosing a college. Tours are offered Monday through Friday at 9:30 a.m., 11 a.m., and 3 p.m. To arrange a visit, students should call the Office of Admissions at 508-213-2203 or 1-800-470-3379 between 9 a.m. and 4:30 p.m. Alternatively, students may schedule a tour through the Nichols College homepage at [www.nichols.edu](http://www.nichols.edu). We will arrange a tour with one of our student ambassadors. Each tour time includes the opportunity to meet with a member of the admissions staff. If students have a special request to meet with a member of the faculty, athletic department, or to attend a class, we will do our best to arrange it.

For questions or information about any of the application or admissions procedures, students may call or write the Office of Admissions, Nichols College, P.O. Box 5000, Dudley, MA 01571-5000, or email us at [admissions@nichols.edu](mailto:admissions@nichols.edu). Please visit our website at [www.nichols.edu](http://www.nichols.edu) for more information.

# Admissions Profile

Admissions candidacy requires that every applicant either be a high school graduate or have earned a high school equivalency diploma (GED). Home-schooled students must demonstrate successful completion of a secondary school education in a home school setting and meet state requirements. As with all applicants, home-schooled students must take either the SAT or ACT test, unless choosing to waive the test requirement by demonstrating a 3.0 (B/85) GPA or higher on a 4.0 scale.

Proficiency in certain academic areas is a basic requirement for entrance to the College. Successful candidates for admission will follow a college preparatory course of study prior to applying to Nichols.

The recommended schedule of units for admission is as follows:

English ..... 4 units

College Preparatory Mathematics

Business Administration candidates..... 3 units

Recommended courses: Algebra I, Geometry,  
Algebra II, Advanced Mathematics, or  
their equivalents

Liberal Arts candidates..... 2 units

Recommended courses: Algebra I and  
Geometry or Algebra II

Social Science..... 2 units

Laboratory Science..... 2 units

Academic Electives..... 5 units

Non-traditional applicants who have not followed the recommended program as stated are considered for entrance if the Admissions Committee believes that they can be successful degree candidates.

## Application Process

Since Nichols College uses the rolling admissions process, applicants are considered for admission as soon as their application files are completed. Applicants will need to submit the following to complete requirements for their application:

1. A completed application form must be filed with the Office of Admissions. There are two ways to submit an application for admission:

- Submit your application online through our website, [www.nichols.edu](http://www.nichols.edu)
  -
2. Have secondary school transcript(s) sent directly to the College. Preliminary evaluation can be done with an unofficial transcript. Home-schooled students should submit a self-certified transcript. Students applying through LEAP, Decision Day, or Early Action application options, must show grades 9-11 on the official transcript. Those applying as a Regular Decision candidate must also include the first marking period of senior year. The Office of Admissions may request additional documentation for any early applicant. Once an applicant decides to enroll, a final official secondary school transcript, including date of graduation, is required before a student may begin classes.
  3. Submit a copy of test scores from either the Scholastic Aptitude Test (SAT) of the College Entrance Examination Board or the American College Test (ACT) of the American College Testing Program. Applicants should take these tests early in the senior year or in the spring or summer of the junior year of high school. In order to have test scores sent directly to Nichols College, enter our code as 3666 for SAT tests, or 1878 for ACT tests. Domestic students may choose to waive their test scores if they have a cumulative GPA of 3.0 or above. Please note that the GPA is subject to recalculation by the Admissions Office and a test score may be requested.
  4. Have at least one academic recommendation from a guidance counselor or teacher sent directly to the College.
  5. Send us a personal essay with a topic of their choosing.

## Conditional Admissions Policy

Any student with an SAT below 700 (math plus critical reading), or without a test score and a high school GPA below the 3.0 to be test optional, can be given special consideration with the Admission with Uncommon Potential Provision (UPP). Given the uncommon nature of this acceptance protocol, the College will admit no more than 10 students per start term via UPP.

Once recommended, UPP students are required to complete a satisfactory interview with a member of the UPP committee (Assistant Dean of Enrollment, Associate Director of Enrollment for Student Success, Vice President for Enrollment, Assistant Dean for Learning Services), and complete two courses at Nichols College as a non-matriculated student, or at a local, accredited community college, with a grade of “C” or better in both. Each course must be approved by the UPP committee.

After the student has met these criteria (successful interview and course completion), he or she can be admitted to the College without further restriction. The student will be assigned a student-mentor in the Nichols Connect program, and be eligible for services available to all enrolled Nichols College undergraduate students, including financial aid.

## Transfer Students

Those applying for transfer from another college must follow the same application procedure and complete the same required units for entrance as outlined for first-time college students. Transfer

students must furnish official transcripts of all previous college or university work attempted, whether or not transfer credit will be sought. Upon admission to Nichols College, copies of the transfer student's transcript will be sent to the Registrar's Office for evaluation. The Registrar will send the student notification of credits accepted for transfer.

**Courses for transfer credit will be evaluated according to the following guidelines:**

1. Courses taken at regionally accredited higher education institutions where a grade of C or higher was earned will be accepted for transfer credit, provided the course or courses are similar to a course or courses offered at Nichols College and are applicable to a Nichols College degree program.
2. The maximum number of credit-hours allowed for transfer from regionally accredited higher education institutions is 90 credit hours.
3. Only six credit-hours are permitted for transfer credit toward junior/senior concentration requirements.
4. Only three credit-hours are permitted for transfer credit toward minor requirements.
5. All students (including transfer students) must take at least 30 credit-hours – immediately preceding graduation – at Nichols College and complete all degree requirements. 30 of the final 36 credit-hours must be taken at Nichols College.
6. Nichols College evaluates non-traditional credit on the basis of recommendations made by the Council for Higher Education Accreditation (CHEA) and must be American Council on Education (ACE) approved.
7. Students enrolled at Nichols College must receive approval from the Registrar before registering for course(s) for credit to be taken at another institution for transfer to Nichols College.
8. Mathematics and Accounting courses must be taken within the ten years prior to enrollment to qualify for transfer credit.
9. Computer courses must be taken within the five years prior to enrollment.
10. A maximum of 30 credit-hours may be transferred into any Nichols College program from DANTES or CLEP.
11. In order to be eligible for commencement honors, a student must earn at least 60 credit-hours at Nichols College and must achieve a cumulative grade point average of 3.20.
12. The capstone courses MGMT 485, LEAD 400 and LA 400 are ineligible for transfer credit and must be taken at Nichols College.

## **Articulation Agreements**

Nichols College maintains ongoing cooperative relationships with select two-year colleges to facilitate the transfer process and to award credit for prior college-level work. If a student currently attends a two-year college, he or she should check to see if Nichols has an articulation agreement with that institution. Students may contact the transfer coordination department at their current institution or call the Office of Admissions at Nichols College for further information.

## **International Students**

Applicants from foreign countries are expected to meet the same minimal educational background as that of students educated in the United States. To study at Nichols, proficiency in English must be documented. This requirement may be met a number of ways: by achieving scores of at least 72 (internet-based test) on the Test of English as a Foreign Language (TOEFL); or by achieving a score of 6 or higher on the IELTS; through successful completion of an approved English language program; by acceptable scores on either the SAT or the ACT tests; through formal recommendation by English Language Program partner or other affiliate; or by graduation from an accredited English-speaking secondary school with a college preparatory curriculum. Information on the TOEFL or the SAT may be obtained through the Educational Testing Service, Princeton, New Jersey 08540 USA.

International students must submit the same information to Nichols as domestic students in order for their applications for admission to be complete. Letters of recommendation must be submitted in English and all transcripts must be translated into English if the originals are not in English.

When all of the above information has been received, the International Counselor will consider an application for admission. Once admitted, international students choosing to matriculate at the college must submit the following before an I-20 can be issued: a \$1,000.00 tuition deposit and an Affidavit of Financial Support with official non-altered certification from their bank. The I-20 cannot be issued without these two items. Nichols College is authorized under federal law to enroll non-immigrant alien students.

International students are eligible for academic scholarships granted by Nichols College. Normally, international students are not eligible for need-based financial aid. You may be eligible to receive federal Student Financial Aid if you meet all of the following requirements:

1. Are a citizen or eligible non-citizen of the United States with a valid Social Security number
2. Have a high school diploma or a General Education Development (GED) certificate or pass an approved "ability to benefit" test
3. Enroll in an eligible program as a regular student seeking a degree or certificate
4. Register (or have registered) for Selective Service, if you are a male between the ages of 18 and 25

If you meet these requirements, obtain and complete a Free Application for Federal Student Aid. This form can be acquired at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).

## Undergraduate Adult Education Program

Students applying to the UAEP are not required to submit SAT scores, an essay, or recommendation letter, and will not be assessed an application fee. Applications for the UAEP are accepted on a rolling basis and decisions are made when applications are complete.

Prospective students will need to submit the following information:

1. A completed Nichols College online application
2. An official, final high school transcript with the date of graduation on the transcript
3. If applicable, official college transcript(s)

## Veterans

The Commonwealth of Massachusetts approves Nichols College for the training of veterans. Special consideration is given to veterans' applications. Maturity and a desire for further education are considered more important than quantitative measures of past school performance.

## Readmission

Day students who have previously attended the College and have left or withdrawn are required to file an application for readmission with the Registrar's Office. If the student has attempted academic work at other institutions since leaving Nichols, official transcripts of the work must be submitted. Students applying for readmission will be reviewed by other departments on campus in reference to status and eligibility. If separation from Nichols resulted from Academic Suspension, students should follow the appeal procedure detailed under Continued Enrollment/Academic Suspension.

## Alternative Methods of Awarding Credit

Nichols College recognizes that it is possible for an individual to attain knowledge and education in ways other than the conventional classroom experience. Therefore, the College will award credits for education achieved in any of the following ways. No more than 90 semester hours may be earned through any one or a combination of these methods.

**College Level Examination Program** The Educational Testing Service has developed the College Level Examination Program as a national method of attaining placement and credit. Nichols College recognizes the general examinations of the College Level Examination Program as well as selected subject examinations. The College will award credit toward graduation for superior achievement on the general examinations in a variety of areas. For a current list of accepted examinations, please consult with the Registrar.

**College Entrance Examination Board/Advanced Placement Examination** Applicants enrolled in advanced placement courses in high school who take the Advanced Placement Examination in May of their senior year and who earn grades of 3, 4, or 5 will be granted credit.

**Credit for Prior Learning** Up to 45 credits may be awarded for professional and experiential learning to matriculated students after evaluation of a Prior Learning Assessment portfolio, produced in the completion of a 3-credit course at Nichols (SEM 445), that clearly explains and documents any competencies or skills accrued outside of college classes which meet the criteria for college-level learning. The 3-credit course will be included in the total CPL.

**Military Service Schools and Military Examination Credits** Nichols College follows the recommendations of the American Association of Collegiate Registrars and Admissions Officers as to appropriate credit to be awarded for formal service in the armed services. Nichols also accepts and individually evaluates course credits earned through examination utilizing DANTES, Defense Activity for Non-Traditional Educational Support Program (previously called the United States Armed

Forces Institute).

Non-Traditional Coursework Courses taught by business and industry are evaluated using the published guidelines of the American Council on Education (ACE).

## Acceptance and Confirmation Procedure for Day Students

All applicants, except international students (see International Students section), are required to forward a \$250.00 tuition deposit to reserve a place in the incoming class. The tuition deposit is refundable until May 1st. The student must notify the college in writing that he or she no longer wishes to enroll in order to obtain this refund. The tuition deposit is credited on the student's first statement of charges. At the time of confirmation, the student agrees to be governed by the standards, policies, and regulations of Nichols College.

Deposits received, or refunds requested, after May 1st are non-refundable. Students who deposit after July 1st are required to immediately pay all charges normally due on or before July 1st.

# acceptance-and-confirmation-procedure-for-day-students

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## Student Finances

### Financial Regulations

#### UNDERGRADUATE DAY DIVISION

##### Tuition and Fees

Fall 2016 - Spring 2017 Per Year.

Tuition .....	\$33,000
SGA Fee .....	\$400
Standard Room/Meal Plan*.....	\$13,500
Copper Beech Apt./Meal Plan*.....	\$13,650

Undergraduate courses and internships taken during the Summer semesters are not covered by Fall and Spring semester tuition. Undergraduate courses taken during the Summer of 2016 will be charged at a rate of \$330 per credit. Internships taken during the Summer of 2016 will be charged \$100 per credit.

Undergraduate Adult Students (those coded as UGA) will be charged at a rate of \$330 per credit, not including textbook costs and lab fees. There is no parking fee for UGA students.

Graduate MBA/MSOL courses excluding course BUS-510 will be charged at a rate of \$650 per credit. Graduate course BUS-510 will be charged at a rate of \$700 per credit. Graduate MSA courses will be charged at a rate of \$700 per credit.

\*Resident Students Only. All Residents are required to purchase the Meal Plan. Resident students are required to be full-time students.

## Scope of Tuition

Tuition for full-time day students covers a course load ranging from 12 to 19 credit hours per semester. A course load in excess of 19 credit hours requires prior academic approval and will be subject to an overload charge. The overload charge is 1/15 of the full time day semester rate per credit hour (the 2016-2017 overload rate is \$1,100 per credit hour).

Part-time day undergraduate students are charged the overload rate per credit hour for day division courses taken. If enrolled in a Graduate and Professional Studies (GPS) course, the applicable GPS rate will apply.

## Internships

### Costs

Students will be charged the appropriate Nichols College tuition and fees associated with all course enrollments<sup>1</sup>. These charges will be placed on the student account and paid directly to Nichols College.

Students will need to directly pay for all costs charged by internship placement companies, application deposits, program deposits, and security deposits. Students are also responsible for any costs related to passports, visas, airfare, personal expenses, books and supplies, transportation, independent travel, and entertainment expenses. Students are also fully responsible for housing and/or meals if not included with the program. Students are responsible for any costs for optional programs or trips that may be offered by the program.

<sup>1</sup> If the internship placement company has a tuition based charge, please contact Student Financial Services. Your account will be reviewed on an individual basis.

## Financial Assistance

Student financial aid award packages will be adjusted to the non-resident award level for students who will not be Nichols College residents for the applicable term. Students will be able to utilize all scholarships from Nichols College that are classified as endowed scholarships<sup>2,3</sup>.

Students may utilize any federal, state, and/or outside scholarships that they are eligible to receive.

<sup>2</sup> Non-endowed Nichols College scholarships may only be used up to the difference between the Nichols College tuition and the tuition as charged by the program/placement company.

<sup>3</sup> Endowed Scholarships may be found on the myNichols portal in the Student Financial Services section under Financial Assistance. Please review the Grants and Scholarships tab on the table of - information.

## Study Abroad

### Costs

Students will be charged the chosen study abroad program costs for tuition, housing and meal plans. Students who choose to enroll in any courses offered at Nichols College while they are completing the study abroad semester will be charged the appropriate tuition rate for the Nichols College course in addition to the study abroad program cost. In addition, students will be charged the study abroad fee. These charges will be placed on the student account and paid directly to Nichols College.

Students will need to directly pay for application deposits, program deposits, and security deposits.

Students are responsible for any costs related to passports, visas, airfare, personal expenses, books and supplies, transportation, independent travel, and entertainment expenses. Students are also fully responsible for housing and/or meals if not included with the program. Students are responsible for any costs for optional programs or trips that may be offered by the program.

### Financial Assistance

Students will be able to utilize all scholarships from Nichols College that are classified as endowed scholarships\*.

Students may utilize any federal, state, and/or outside scholarships that they are eligible to receive.

\*Endowed Scholarships may be found on the myNichols portal in the Student Financial Services section under Financial Assistance. Please review the Grants and Scholarships tab on the table of - information.

## Deposits and Fees

**Audit Fee** Students wishing to audit a course will pay the full course tuition.

**Course and Lab Fees** A lab fee will be charged to students who enroll in designated fine arts or laboratory science courses as listed in the official course schedule published at the time of registration.

**Graduation Fee** A \$150 mandatory fee will be charged to all candidates certified for graduation. The fee will be charged whether or not the candidate attends the commencement ceremony.

**Housing Deposit (Returning Students)** A nonrefundable deposit may be required of all resident students.

**Late Payment Fee** The \$250 late payment fee will be assessed once each semester on every account that does not have a Plan-in-Place (PIP) for settling the semester's financial obligations by the due date.

**Definition of "Plan-in-Place":** Students must have documented sources of payment that will cover the entirety of the semester's costs. These sources may consist of the following:

- Financial Aid: All approved financial aid (Note: All loan applications must have been submitted and approved prior to the payment deadline, and all loans must be payable directly to Nichols College)
- Tuition Management Systems (TMS) payment plan in a "current" status
- Signed letter clearly stating the amount of an outside scholarship that is payable to Nichols College
- Prior approved third-party reimbursement
- Valid health insurance waiver
- Check, money order, or credit card payment

**Parking Fee** A \$130 parking fee will be assessed each semester to all day students who are issued a parking decal.

**Student Government Association (SGA) Fee** A \$200 per semester Student Government Association Fee will be charged all day students to support the program and activities of the Association.

**Study Abroad Fee** Students who choose to enroll in any courses offered at Nichols College while they are completing the study abroad semester will be charged the appropriate tuition rate for the Nichols College course in addition to the study abroad program cost. In addition, students will be charged the \$500 study abroad fee.

**Tuition Deposit (New Students)** A tuition deposit of \$250 is required. (See Admission Policies and Procedures/Acceptance and Confirmation Procedure for Day Students for refund regulations, page 14.)

## Health and Accident Insurance/Health Insurance Premium

State law requires all students enrolled in nine or more credit hours in a semester to be covered by health and accident insurance. Nichols College offers the Student Accident and Health Insurance Policy through Blue Cross Blue Shield for those students who are not covered by a personal or family policy. The College assumes no liability for sickness or injury incurred by students who fail to

have the necessary personal or family health insurance coverage. Students participating in intercollegiate athletics are provided additional coverage for injury by a group rider purchased on behalf of the student by the College. Health insurance is state mandated and is subject to state regulation changes at all times.

The health insurance premium will be added automatically billed to all students meeting the credit requirements each semester. Students who completed a valid health insurance waiver in the fall semester will not be charged the health insurance in the spring semester. The rates change every academic year.

The Health Waiver certifies that a student's family health insurance policy is comparable to the one offered by the College. This form must be completed and RECEIVED by the College by the stated waiver deadlines. The premium charged is not refundable after the waiver deadline despite the existence of other coverage.

The policy information and rates are posted online.

## Payment Schedule

The Fall semester charges are typically due at the beginning of July and the Spring semester charges are typically due the first business day in January. Specific due dates are determined each semester.

## Withdrawal Procedures and Policies

Withdrawing from Nichols College can have a significant financial impact. Students are strongly urged to carefully read all of the information listed below.

If students have any questions regarding the policy and the specific impact on their accounts, please contact the Director of Student Accounts or the Assistant Director of Student Accounts.

Day students (full-time, part-time, resident, and commuter) who elect to leave Nichols College for reasons other than graduation MUST officially withdraw from the institution.

Official withdrawal requires the student to meet with staff from one of the following departments to complete the official withdrawal paperwork: Student Financial Services, Student Life, Residence Life, or the Registrar's Office. The withdrawal form is also available on the myNichols portal.

- Non-attendance does not relieve a student of his/her financial obligations nor entitle a student to a refund.
- The effective date of withdrawals that occur prior to the last day of classes is the date of last academic attendance.
- Withdrawals that are to be effective during the current term must be completed by the last day of classes.
- It is the responsibility of the student to read and understand the entire withdrawal and refund

policy. Questions regarding the financial impact of the withdrawal should be directed to the Student Financial Services. It is **STRONGLY** suggested that students visit or speak with Student Financial Services **PRIOR** to withdrawing from Nichols College.

Students who plan to withdraw from the College after a semester has ended may file a withdrawal to be effective at the end of the semester. The withdrawal between semesters **MUST** be completed prior to the beginning of the next semester in order to avoid incurring additional financial obligations.

Resident Students Upon withdrawal, a resident student should immediately contact his/her Area Coordinator (AC) with the date and time of his/her departure. Students have 24-hours after withdrawing to remove their belongings, to formally check out of their rooms, to return their residence keys, and to turn in their student ID cards.

- Any adjustments to the 24-hour policy must be approved in advance by the Director of Residence Life.
- Personal belongings that are left in the room will be discarded. Fines may be incurred for any damages to college property. Fines may also be incurred for failure to return room keys.
- Please note that it may take 30-60 days for the final miscellaneous charges to be added to the account.

**Application of Refund Policies** After the withdrawal, Nichols College will complete calculations for refunding institutional charges and financial aid and complete a financial audit on the account. These calculations may take up to 30 days to complete.

Students are fully responsible for all costs incurred while still attending Nichols College, including collection costs and legal fees.

Students who are dismissed or suspended from the College and/or from College housing for disciplinary reasons or violation of local, state and/or federal law are not entitled to any pro-rate of tuition, room, board or fees. They will be held responsible for all institutional charges, disciplinary fines, and any other charges that are applied to their account. However, please note that the Financial Aid package will be recalculated according to the guidelines of federal & state financial aid.

## Withdrawal Policy and Refund Schedule

### Federal & State Financial Aid

The calculation for the return of Federal and State Financial Aid is different from the Nichols College refund policy.

Nichols College is required to return funds to the appropriate federal, state, institutional, local and/or loan agencies upon a student's withdrawal based on the student's percentage of attendance. When a student has attended the College for 60% or more of the term, then the student is normally entitled to keep the full financial aid package that was awarded to him/her. If the percentage is less

than 60%, then a corresponding percentage of funds must be returned to the appropriate agencies.

The percentage of attendance is calculated by dividing the number of calendar days attended by the student in a term by the total number of days in the term. (Note: Breaks that are 5 days long or longer are not included as part of the total term days.)

The 60% dates for the 2016-2017 year based on the date of last academic attendance:

Fall Term: October 28, 2016 (If you attended a class(es) on or after this date then financial aid does not need to be pro-rated.)

Spring Term: March 27, 2017 (If you attended a class(es) on or after this date then financial aid does not need to be pro-rated.)

The percentage of attendance is used to calculate the percentage of financial aid that the student is allowed to keep and the percentage that must be returned to the appropriate agencies/companies. For example, if a student withdraws and it is determined that the student attended Nichols for 40% of the term, then the student would be allowed to keep 40% of his/her financial aid. The remaining 60% of the financial aid would need to be returned to the appropriate agencies/companies.

For federal financial aid there is a scheduled order of return. In other words, if 60% of the federal aid must be returned, then it will be returned to the appropriate financial aid sources in the following order:

- Unsubsidized Direct Stafford Loans (other than PLUS loans)
- Subsidized Direct Stafford Loans
- Direct PLUS loans
- Federal PELL Grants for which a return of funds is required
- Federal Supplemental Educational Opportunity Grants (FSEOG) for which a return of funds is required
- Federal TEACH Grants for which a return is required
- Iraq Afghanistan Service Grant for which a return is required

#### **Disclaimers:**

- If the student is a first-time, first-year undergraduate student who withdraws within the first 30 days of the term, then that student may not be eligible to receive specific financial aid awards.
- Critical: Students and parents who do not complete all required processes for federal/state financial aid PRIOR TO the withdrawal may not be eligible to receive any federal/state financial aid. This could mean a 100% loss of federal/state financial aid. Processes include but are not limited to: supplying verification documents, completing the Stafford loan entrance counseling online form, signing the Stafford Loan promissory note, and signing the Parent PLUS promissory note.

**Miscellaneous Sources of Payment** Miscellaneous sources of payment are considered to be payments that do not fit into the institutional aid, federal aid, or state aid guidelines.

- Private loans: May be required to be pro-rated based on financial aid eligibility after all of the institutional, state, and federal calculations have been completed.
- Outside or private scholarships often require that the funds be returned to the sponsor agency if a student does not complete the term. These are handled on a case-by-case basis. Third party payments are handled on a case-by-case basis. Plans like the MEFA UPLAN prepaid tuition program may require unused funds to be returned directly to the UPLAN account.

## Institutional Charges and Institutional Financial Aid Chart for the 2016-2017 Academic Year:

Date of Last Academic Deposits Attendance	% Tuition, Room, Financial Aid Meal Returned 3	
Prior To Term forfeited	All aid cancelled	100% All Deposits are
Class Days: 1-5	100% 1,2	
Fall Term: 08/29/16 to 9/2/16 to account1	All aid cancelled	All Deposits applied
Spring Term: 01/17/17 to 01/23/17		\$500 processing fee will be applied
Class Days: 6-10	75%	
Fall Term: 09/06/16 to 09/12/16 to account	Institutional aid: 75% returned	All Deposits applied
Spring Term: 01/24/17 to 01/30/17 returned	No fees	Federal/state aid: per day pro-rate
Class Days: 11-15	50%	
Fall Term: 09/13/16 to 09/19/16 account	Institutional aid: 50% returned	All Deposits applied to
Spring Term: 01/31/17 to 02/06/17	No fees	

returned

Federal/state aid: per day pro-rate

Class Days: 16-20

25%

Fall Term: 09/20/16 to 09/26/16

All Deposits applied

to account

Institutional aid: 25% returned

Spring Term: 02/7/17 to 02/13/17

No fees

returned

Federal/state aid: per day pro-rate

Class Days: 21+

0%

Fall Term: 09/27/16 and after

All Deposits applied

to account

Institutional aid: 0% returned

Spring Term: 02/14/17 and after

No fees

returned

Federal/state aid: per day pro-rate

through the 60% date

**1** The \$500 withdrawal processing fee will not be applied to the accounts of students who did not check-in and did not attend classes.

However, if the fee is not applied then the deposit will be forfeited.

**2** For withdrawals during the first 5 class days, the meal plan amount will be fully refunded with the exception of any monies spent on

Bison Bucks. The total Bison Buck monies spent will be added as a charge to the student account.

**3** If the date of notification of the withdrawal is more than 24 hours later than the date of the last academic attendance, then Nichols

College reserves the right to charge room and/or board fees for the additional days at a rate of \$50 per day.

**All policies are subject to change at any time.**

**Undergraduate Adult Education Program Withdrawal/Refund Appeal Policy** UGA students who drop a course before the session starts, or during the posted Add/Drop period in that session, will receive a full refund of tuition and the course will not appear on their official transcript. Courses that are dropped after the last day of the Add/Drop period in that session are considered Withdrawals. No refund is issued for a Withdrawal and a “W” will be assigned to the course on their official transcript. In the event of extenuating circumstances, students who drop a course after the Add/Drop period may follow the procedure for requesting a Refund Appeal as stated on the Nichols College website.

## **Refund Checks Due to Excess Financial Aid**

Monies are considered to be applied to the student account as follows (regardless of the date in which the monies are received):

1. Federal Financial Aid
2. State Financial Aid
3. Nichols College Institutional Aid
4. Miscellaneous Loans
5. Cash and Checks
6. Credit Cards

Refunds are applied in the reverse order of the received funds. Example, credit card payments are the first to be refunded (within 90 days) and then cash/check payments. Again this is regardless of the date on which the funds were actually received at Nichols College.

Refunds are normally automatically issued to the student when a credit balance is created. Students may sign a form to prevent the automatic issuance of refund checks; however, refund checks will still be available upon request.

## **General Policy**

The College will continue to make every effort to contain costs from the date they are announced through the current academic year. The Board of Trustees, however, reserve the right to make changes in tuition and fees at any time. Normally, tuition and fees are reviewed annually by the Board of Trustees.

All charges must be paid in full each semester before a student may register for or attend classes. Any deviation must be cleared with Student Financial Services before published due dates. (Dates may vary slightly subject to College calendar.)

Delinquency in payment of College charges may result in the exclusion of the student from classes and further course registration. No official record of the student will be released until all charges are paid.

## **Statement of Student Financial Responsibility**

Students are responsible for all costs and charges incurred and agree to remit payments to the College in a timely manner. The College provides several payment options for satisfying current obligations including a payment plan. Also explained elsewhere are the refund policies for students who withdraw from courses and withdraw from the College. In many instances, when a student withdraws, a financial obligation to the College still exists and must be paid in full before transcripts or other official documents are released.

The College actively pursues all outstanding accounts. We encourage discussion with slower paying accounts to work out alternative financing arrangements including promissory notes.

Inactive outstanding accounts will be referred to collection agencies and may result in legal action. Students are responsible for all collection and legal costs incurred in collection of outstanding balances. Such costs typically run an additional 33% to 40% of the outstanding amount.

## Financial Resources

**Monthly Payment Plan** Nichols College offers a monthly tuition payment plan through Tuition Management Systems (TMS). Monthly payment plans help to stretch a student's remaining balance over time.

**Veterans** Nichols College is approved for the training of eligible veterans. Contact Student Financial Services or the Registrar for details.

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## Financial Aid

Financial Aid is available to eligible undergraduate and graduate students enrolled in day, evening, accelerated, or online programs. Students must be accepted for admission and be attending at least half-time for most forms of Financial Aid. For timely Financial Aid information, please visit the Student Financial Services homepage at [www.nichols.edu](http://www.nichols.edu).

State and federal financial aid may be available to qualified UGA students who enroll in a minimum of six credits per semester, which can be taken in either or both seven-week sessions.

## The Financial Aid Application Process

The first step in determining eligibility for Financial Aid is to complete the Free Application for Federal Student Aid, better known as the FAFSA. Students may apply on line at [www.fafsa.gov](http://www.fafsa.gov). Before completing the FAFSA online, students must obtain an FSA ID at [www.fsaaid.ed.gov](http://www.fsaaid.ed.gov). Parents of dependent students must also obtain an FSA ID. After a student sends the FAFSA, the College will receive an electronic aid file called an Institutional Student Information Record (ISIR). It takes approximately one to three weeks after FAFSA submission for the College to receive the ISIR. The College will use the ISIR to prepare students' Financial Aid awards.

# The Financial Aid Award

Before an award can be made, the Office of Financial Assistance must receive the student's FAFSA data. The Office of Financial Assistance staff will verify the student's enrollment and matriculation status. Awards are based upon the number of credits a student registers for during each semester. Once the student's enrollment status is determined, the staff will generate an award letter, which lists the types and amounts of Financial Aid the student can expect to receive for the year. Students should register for all classes prior to the semester start. Students must re-apply for Financial Aid annually.

UGA students must request financial aid by completing a Financial Aid Application. This form can be found on WebAdvisor and must be submitted to Student Financial Services, PO Box 5000, Dudley, MA 01571, [sfs@nichols.edu](mailto:sfs@nichols.edu), or faxed to 508-213-2118.

## Application Deadlines

Nichols priority deadline for submitting the FAFSA each year is March 1st for the following Fall semester. All requested documents must be received by June 1st. Meeting these deadlines helps ensure consideration for limited sources of State, Federal, and Institutional Aid programs. Be aware that most states, including Massachusetts, have a priority deadline of May 1st for state scholarship eligibility. Late applicants are usually ineligible for state funds. Those who fail to meet the priority deadline may still apply any time during the award year. The Office of Financial Assistance will accept applications until such time it is deemed too late to process and disburse the aid to the student for the period of enrollment. Late applicants are responsible for any and all tuition and fees, including late payment fees, if student Financial Aid is incomplete at the time of registration. Late applicants may receive substantially fewer funds than on-time applicants.

## Other Requirements

Students must submit all necessary paperwork by June 1st: signed award letter, verification documents, and any other requested items. Late applicants must submit all documents within 10 days of the date requested. Timely submission of documents helps to expedite the processing of awards. Failure to submit required documents could result in the cancellation of some, or all, of a student's Financial Aid award. If an extension is needed, please contact the Office of Financial Assistance.

Students receiving outside assistance must notify the College. At no time may total assistance, including loans and scholarships made from outside agencies, exceed the student's cost of attendance. The College cannot guarantee funding to any student, regardless of eligibility. Nichols College Financial Aid is awarded on the assumption that a student will successfully complete all credits attempted. In the event of withdrawal, dismissal, or failure to maintain satisfactory academic progress, aid may be withdrawn or adjusted according to applicable federal, state, and college policies. The College does not discriminate in the awarding of Financial Aid on the basis of race, color, religion, age, sex, handicap, veteran status, national or ethnic origin.

# Nichols College-Funded Student Aid Programs

All Nichols-funded Financial Aid programs are subject to change without prior notice based upon changes in a student's Expected Family Contribution (EFC), enrollment status, resident/commuter status and other factors such as funding limitations. The EFC is determined by the federal FAFSA form. Though Nichols College will make every effort to give the best Financial Aid package possible, late applicants may receive less Financial Aid. To maximize eligibility for all forms of Financial Aid, be sure to complete the FAFSA by the March 1st deadline annually. Nichols-funded Financial Aid programs are available to full-time day students only and may not exceed the cost of tuition. Students receiving Council of Independent Colleges (CIC), Tuition Exchange (TE), or other full-tuition grants or scholarships are not eligible to receive additional College grant assistance. Students must maintain satisfactory academic progress to remain eligible for college-funded grants and scholarships.

**Nichols Access Grant** This need-based grant is awarded to day students who are not legal residents of Massachusetts. This grant helps to supplement the limited out-of-state scholarship dollars needy students receive. Since funds are limited, the Access Grant is awarded on a first-come, first-served basis.

**Nichols Achievement Scholarships** Achievement scholarships are awarded to full-time day incoming students based on their high school or prior college achievement, SAT scores, cumulative grade point average and other factors. These grants are renewable each year as long as the student maintains satisfactory academic progress, maintains a grade point average of 2.0 or higher, and continues to be enrolled full-time in the day division. Achievement scholarships vary in amount depending upon the year in which a student enrolls and whether the student is a resident or commuter. Commuter students receive a reduced achievement scholarship due to lower overall costs. Achievement scholarships are disbursed in equal parts, Fall and Spring semesters. Students who first matriculate in the Spring semester will receive half of the annual achievement scholarship. The following scholarships are achievement based:

- Nichols Honors Scholarship
- President's Achievement Scholarship
- Trustees' Achievement Scholarship
- Dean's Achievement Scholarship
- Faculty Achievement Scholarship
- Alumni Scholarship
- Founders Grant

- **Nichols Connect Grant**

At the end of Spring semester, each recipient's academic progress will be assessed to determine his or her eligibility for renewal. Eligible students may potentially receive achievement scholarships for up to eight semesters of continual enrollment. Students who withdraw and subsequently return to Nichols forfeit eligibility for their prior achievement scholarship.

**Nichols Early Acceptance Grant** A limited number of \$1,000 grants are awarded by Admissions for early acceptance to the College. This grant is not renewable and non-need based.

**Nichols Honors Scholar Grant** A limited number of highly qualified students newly admitted will be invited by Admissions to participate in the Nichols College Honors Scholar Program. Current students may be invited to join and become eligible for the scholarship after completing one academic year at Nichols with a CGPA of 3.6 or above. Effective Fall 2016, all students must maintain a 3.4 CGPA (grandfathered students must maintain a 3.2 CGPA) and stay enrolled in the program for renewal of this \$1,000 non-need based grant.

**Nichols Transfer Grant** Students filling out the FAFSA may also qualify for an additional transfer grant up to \$4,000, depending on need. Students must have completed at least 12 credit hours of college work to qualify for the transfer grant. This grant is renewable annually as long as the student remains enrolled full-time in the day division, maintains a 2.0 CGPA, and continues to have financial need.

**Nichols Travel Grant** There are a limited number of \$1,000 grants for students attending from select states. Students must reside on campus and be enrolled full-time in the day division. These grants are renewable and non-need based.

**Nichols Family Tuition Grant** The Nichols Family Tuition Grant is awarded when two siblings from the same household attend Nichols College full-time in the day division simultaneously. This \$1,000 annual scholarship is disbursed to qualified students in equal parts, Fall and Spring semesters. The scholarship is renewable annually as long as both students remain enrolled full-time in the day division and both remain in good academic standing. Should one student withdraw or drop below full-time, both students will lose the Family Tuition Grant. When one sibling graduates, the remaining student may qualify for the Nichols Legacy scholarship. Nichols Family Tuition Grant eligibility is self-reported by students and applies only to years in which the Office of Financial Assistance has been notified prior to the start of classes within a given academic year.

**Nichols Legacy Scholarship** The Nichols Legacy Scholarship is awarded to full-time day students whose parent, sibling or grandparent received his or her undergraduate or graduate degree from Nichols College. This \$1,000 scholarship is awarded annually in equal parts, Fall and Spring semesters, to students who meet all eligibility requirements and meet the college's satisfactory academic progress standards. Nichols Legacy Scholarship eligibility is self-reported by the student and applies only to years in which the Office of Financial Assistance has been notified prior to the start of classes within a given academic year.

**Nichols Other Grant Programs** The following grants are not based on academic achievement. They

are designed to assist in meeting some of a student's unmet financial need.

- Nichols Opportunity Grant
- Dr. Quincy Merrill Leadership Grant
- Hezekiah Conant Leadership Grant
- Women in Enterprise Grant
- Nichols Success Grant

## Restricted and Endowed Scholarships

Restricted and endowed scholarships are subject to change. Award amounts are based on the availability of funds and interest earned on funds.

**Wayne Archambo '81 Endowed Scholarship** This scholarship is awarded to a returning student who demonstrates financial need, resides in Central Massachusetts, and maintains a GPA of 3.0 or greater. The scholarship is renewable for subsequent years provided the recipient remains in good standing and continues to meet preference criteria.

**Randy '83 MBA '96 and Donna '83 Becker Scholarship** This scholarship is awarded to a first-year student who seeks a degree at Nichols College and demonstrates financial need. Preference is given to students from Webster. If there are no eligible candidates from Webster, it may be awarded to a student from Dudley or Charlton. The scholarship is renewable each of four consecutive years if the student maintains a grade point average of 3.0 or better.

**John F. Birch Jr. '73 Memorial Scholarship** The John F. Birch Jr. Memorial Scholarship was created by the parents and estate of the late John F. Birch, '73. The scholarship is awarded to a student specializing in Accounting and entering the senior year with proven academic excellence and financial need. Selection is determined by a committee made up of members of the Accounting program.

**Oliver W. Birckhead '42 Endowed Scholarship** Established by Trustee Jane Birckhead in memory of her husband, this scholarship is awarded to a student who maintains a 2.5 GPA, shows leadership qualities, and maintains an overall balance of academics, co-curricular activities and campus community involvement.

**Don Chalmers '59 Memorial Scholarship** Don Chalmers '59 Memorial Scholarship is awarded to a student who demonstrates financial need, academic achievement and community involvement. The scholarship is renewable based on the maintenance of a 3.0 GPA and active participation in a Nichols College community activity, sport or club.

**Hal Chalmers/Elks Scholarship** This scholarship is awarded by committee to a student from Dudley, Webster, or Oxford. Eligibility is based on financial need.

**Class of '54 Scholarship** This scholarship was created by the Class of 1954. The recipient must live on the Nichols College campus. Scholarship selection is based on current Nichols College GPA, demonstrated financial need, and commitment to Nichols College. The scholarship is awarded by the Office of Financial Assistance.

**Class of '57 Endowed Scholarship** This scholarship was created by the Class of 1957. It is awarded to a current sophomore entering the junior year who has shown steady improvement in GPA and an increasing commitment to the Nichols College community through student and local activities. Selection is made by the Office of Financial Assistance based on the recommendations of the VP for Enrollment.

**Class of '63 Endowed Scholarship** The Class of '63 Endowed Scholarship is intended to reward and encourage the continued growth and potential of a student who demonstrates financial need and plans to graduate from Nichols College. The scholarship is awarded to a rising sophomore or a rising junior who has demonstrated financial need and who maintains a GPA of 3.0 or better. Preference is given to students who are active in the Nichols College community, which shall include positive civic activities in the Greater Dudley/Webster/Southbridge area. Special consideration is given to students who have been honorably discharged from any of the five United States Military Armed Services.

**Class of '64 Endowed Scholarship** This scholarship is awarded to a rising sophomore, junior or senior who has demonstrated financial need and who maintains a GPA of 2.75 or better. Preference is given to students who are involved in co-curricular activities on the Nichols College campus or in the local community unless they are working full or part-time to support their college education.

**Class of '65 Endowed Scholarship** This scholarship is awarded to a rising sophomore or a rising junior who has demonstrated financial need. Special consideration will be given to students who have been honorably discharged from any of the five United States Military Armed Services.

**Class of '67 Endowed Scholarship** The Class of '67 Endowed Scholarship is awarded to a returning sophomore who successfully completes the first year, demonstrates financial need, and plans to graduate from Nichols College. In making the final selection, the Office of Financial Assistance seeks recommendations from faculty advisors and from the VP for Enrollment. Award of the scholarship is based on the level of assistance needed by the student and on the strength of the recommendations.

**Col. James L. Conrad Memorial Scholarship** This scholarship is named for Col. James L. Conrad, who served as president of Nichols College from 1931 to 1966. The recipient is to be a resident of northern Worcester County (Leominster north to the New Hampshire line). The scholarship, renewable for up to three years, is based on academic performance, extracurricular activities, and leadership potential. Financial need is a requirement to receive consideration.

**Professor Keith Corkum Endowed Scholarship in Economics** The purpose of this scholarship is to recognize excellence in the study of economics at Nichols College. Selection is based on academic achievement and service to the Nichols community. The recipient must be a rising junior or senior who majors/specializes/ minors in Economics.

**Peter B. Dixon Scholarship** This scholarship is awarded to a worthy student or students at Nichols College who have financial need, with preference given to a student from Christian Brothers Academy of Lincroft, N.J., at the discretion of the Office of Financial Assistance.

**James Dunbar Scholarship in Criminal Justice** Named for former trustee, James L. Dunbar '51, this scholarship is based on academic achievement and service to the Nichols community. The recipient must be a rising junior or senior who specializes in Criminal Justice Management.

**Faucher Family Endowed Scholarship** Scholarship selection is based on financial need. The recipient must be a permanent resident of Thompson, Connecticut, and attend Nichols as a commuter or a resident student.

**Fels Commuter Scholarship for Webster and Dudley Residents** Gerald Fels '66 and his wife, Marilyn Fels, generously offer a \$5,000 scholarship to Dudley and Webster residents who commute to Nichols College. The Fels Scholarship is renewable with a maximum value of \$20,000. To be considered, students must be accepted to the College and file a FAFSA application for Financial Aid.

**Joan Fels Endowed Scholarships** Several scholarships are donated by Marilyn and Gerald Fels in memory of his mother, Mrs. Joan Fels. The scholarship supports several graduating high school seniors from Bartlett, Shepherd Hill, or other area high schools. The student must be a permanent resident of Webster or Dudley. The student must attend full time in the day division, demonstrate financial need, and commute in the first year. The scholarship is renewable yearly for an additional three years, provided the student maintains a 2.5 GPA and continues to demonstrate financial need.

**Fischer Scholarship** This scholarship is awarded to a student involved in The Washington Center (TWC) internship program. The recipient must be a junior with a 3.0 or higher GPA, be of outstanding moral character, and be recommended by two Nichols College professors.

**George F. and Sybil H. Fuller Foundation Scholarship** This scholarship is awarded on the basis of financial need. The amount and number of scholarships offered is based on donations to the fund annually. Recipients are chosen by the Office of Financial Assistance.

**Russell E. Fuller Endowed Scholarship** This scholarship is awarded to Hispanic/Latino students from Central Massachusetts. Recipients are chosen by the Office of Financial Assistance based on financial need. Applications for the scholarship are available in the Office of Financial Assistance.

**James C. Gahan IV Endowed Scholarship** This scholarship is in memory of Nichols student James C. Gahan IV. The recipient must be a rising junior or senior with at least 60 hours of coursework completed. The student must concentrate in General Business or major in Communication. The selection will be determined by committee and will be based on academic achievement and service to the Nichols College community.

**The Gould Generational Scholarship** This scholarship was created by a member of the Gould family to honor three generations of the Gould family who attended Nichols College. The scholarship will be awarded by the Office of Financial Assistance to a qualified student or students

with demonstrated financial need.

**Thomas J. Hall '69 Endowed Scholarship** This scholarship is awarded to a returning student who resides in Connecticut. Preference is given to those who have experienced some form of personal or financial hardship. The scholarship is renewable provided the student remains in good standing.

**The Hermann Foundation Scholarship** This scholarship was created by the trustees of the Hermann Foundation, Inc. to assist students who have financial need but do not qualify for federal or state assistance programs. The scholarship will be awarded by the Office of Financial Assistance.

**Barry D. Hogan '67 Endowed Scholarship** The recipient of the Barry D. Hogan '67 Endowed Scholarship is a full-time student entering the second year at Nichols, or later. The student must be in good standing, have clear plans and a strong desire to graduate from Nichols College, and demonstrate financial need. Preference is given to those who have experienced some form of personal or financial hardship. The scholarship is renewable, provided the student remains in good standing.

**Edwin L. Hubbard Faculty Scholarship** This scholarship was created by and in honor of Professor Emeritus Edwin Hubbard. Annually, at the Spring semester Academic Honor Society's induction ceremony, the faculty awards the Hubbard Faculty Scholarship to a deserving student who is an outstanding scholar in the sophomore class.

**Professor John Katori/Class of 1955 Scholarship** This scholarship was created by the Class of 1955 in honor of their graduating class and their classmate, John Katori. Scholarship selection is open for all returning students entering their junior year, with a preference for students specializing in Accounting.

**Robert B. Kuppenheimer Scholarship** This scholarship, named for Trustee Robert B. Kuppenheimer '69, will support up to eight worthy students who reside west of the Mississippi River and who receive solid recommendations from their guidance counselors.

**David F. Lombard '65 Endowed Scholarship** This scholarship is awarded to a student returning for his/her second year at Nichols College who demonstrates financial need. The scholarship will be renewable for subsequent years provided the recipient remains in good standing.

**Massachusetts Association of Public Accountants** This scholarship is given to a student of high academic achievement who specializes in Accounting. Selection is made by the Accounting program chairperson. The recipient is honored at the Spring awards banquet.

**McClutchy Family Scholarship** Preference will be given to a student from Kolbe Cathedral High School. The McClutchy Family Scholarship may be awarded at the discretion of the Director of Financial Assistance to any student who has financial need or who is experiencing financial hardship.

**Philip Pettinelli '71 Endowed Scholarship** This scholarship, named for the retired president of Southbridge Savings Bank, is awarded to a new or returning student who is a resident of

Southbridge, Massachusetts, and/or a graduate of Southbridge High School. The scholarship is renewable for each successive year the student is enrolled at Nichols College, provided he/she remains in good standing.

**Claire and Shelly Power Endowed Scholarship** This scholarship, created by Trustee Martin Power '78 in honor of his mother and wife, is given to a female student who has graduated from Southbridge High School and has been accepted for enrollment at Nichols College. Selection will be based on financial need and academic performance. The scholarship will be renewable for up to three years provided the recipient maintains at least a 2.5 GPA at Nichols. Based on available funds, this scholarship may be awarded to an incoming student each year.

**President's Scholarship** The President's Scholarship is awarded to a female returning student (sophomore, junior or senior) who maintains a GPA of 3.0 or greater and who demonstrates leadership engagement in the Nichols community.

**R. Joseph Salois '98 Endowed Scholarship** The recipient of this scholarship must be an adult or non-traditional student who is seeking an undergraduate degree and demonstrates financial need. Preference is given to those who are from Central Massachusetts. The scholarship is renewable provided the student remains in good standing and maintains a half-time status.

**John R. Suleski Jr. Memorial Scholarship** This scholarship is awarded to a high school senior from either Tourtellotte High School or Woodstock Academy. If funding allows, the award may be renewed yearly for up to three years, providing that the recipient makes satisfactory progress toward graduation and maintains a C average (2.0). If at any time the holder of the scholarship falls below a 2.0 average, a new, incoming first-year student shall be selected to receive the John R. Suleski Jr. Memorial Scholarship.

**President Debra Townsley Endowed Scholarship** This scholarship is awarded to a returning female sophomore with financial need and academic promise. Scholarship recipients are selected by committee based on leadership potential, commitment to the College, and the desire to complete a bachelor's degree at Nichols College. The scholarship is renewable for the recipient's junior and senior years, contingent upon academic progress and community involvement.

**Daniel Van Leuvan Memorial Scholarship for Education** This annual award from the Daniel Van Leuvan Memorial Scholarship Fund is used to help a second-semester junior with a minor in Education. This award is based on financial need, academic achievement, and overall contribution to the Nichols community.

**Robert J. Vaudreuil '77 Endowed Scholarship** This scholarship is awarded to a new or returning student who demonstrates financial need. Preference is given to a first generation college student. The scholarship is renewable for subsequent years provided the recipient remains in good standing.

**James D. Wagner '59 Endowed Scholarship** This scholarship is awarded to a male student who has been professionally diagnosed and documented with dyslexia, demonstrates financial need, and has intention to complete a bachelor's degree from Nichols College. The scholarship is renewable throughout the student's undergraduate education at Nichols College.

**Wenk Scholarship** Established by Norman Wenk '42, this scholarship is given to a resident of Mattituck, N.Y., who attends Nichols College.

**Deb and Paul Zimmerman Endowed Scholarship** This scholarship is awarded to a U.S. citizen who demonstrates financial need, i.e., eligible to receive a federal Pell Grant in the first year of college. The candidate must be enrolled full-time in a bachelor's degree program at Nichols, as well as be involved in community activities and maintain at least a 2.5 GPA. In addition, the candidate must submit a letter of recommendation from a teacher or other professional. In the spirit of continuing the tradition of generosity, the donor asks that the recipients be willing to contribute to a scholarship fund at a later date to give future students the same opportunity. The scholarship is renewable for up to three years.

## State Funded Programs

**State Scholarship Programs** Many states provide scholarships to eligible residents and some states provide scholarships to students attending out-of-state schools. Requests for specific information should be directed to the state scholarship organization in the student's home state. For Massachusetts residents, please visit [www.osfa.mass.edu](http://www.osfa.mass.edu) for more information on Massachusetts state scholarship and grant programs. Massachusetts offers state grants to eligible full- and part-time students. Application for a state scholarship is made by completing the FAFSA by established deadlines. State priority deadlines are listed on the FAFSA. Students who meet the College's March 1st deadline will have also met all state deadlines.

## Federally Funded Programs

For an up-to-date review of all federal aid programs, please visit [www.studentaid.gov](http://www.studentaid.gov). Students must complete the FAFSA form in order to qualify for any federal aid. As with other campus programs, funding may be limited for certain programs, such as Federal SEOG and Federal Work-Study. Early application is advised. Students are encouraged to complete the FAFSA by March 1st each year to ensure maximum eligibility.

**Federal Pell Grants** The Federal Pell Grant Program is available to students who demonstrate significant financial need. The amount of the grant varies from year to year. Application to the Pell Grant Program is made by completing the FAFSA form.

**Federal Supplemental Education Opportunity Grant Program (SEOG)** The SEOG Program is a federal grant program awarded to students who demonstrate significant financial need and who are enrolled at least half-time. Priority consideration is given to Pell Grant recipients. Application for Federal SEOG is made by completing the FAFSA.

**Federal Work Study Program** Federal Work-Study is awarded to full-time day students who demonstrate significant financial need. Eligible students work an average of 10 hours per week on campus. A select group of off-campus jobs are also available to work-study eligible students. Application for Federal Work-Study is made by completing the FAFSA.

Federal Stafford Loan Program A federally sponsored loan program, the Stafford Loan Program, is administered through the College and the Department of Education. Federal Subsidized Stafford Loans are awarded based on demonstrated financial need. Applicants are required to submit a FAFSA in order to determine eligibility. Loan amounts vary depending on eligibility and year in school. Those who do not demonstrate financial need may still qualify for a Federal Unsubsidized Stafford Loan for which the student is responsible for interest. Repayment of either subsidized or unsubsidized loans begins six months after leaving school whether due to graduation or withdrawal.

The government limits Stafford Loan borrowing in the first two years of enrollment, but then increases that limit during the third and fourth years. The loan limits are as follows:

Year In School	Subsidized/ Unsubsidized Stafford	Additional Unsubsidized Stafford *SEE BELOW
1st year Status	\$5,500	\$4,000
2nd year Status	\$6,500	\$4,000
3rd year Status	\$7,500	\$5,000
4th year Status	\$7,500	\$5,000
Graduate Students	\$ -0-	\$20,500

There are two types of Federal Stafford Loans: subsidized and unsubsidized. The government pays the interest on subsidized loans while the eligible student remains in school at least half-time. The student is responsible for paying the interest on an unsubsidized loan while in school, from the first disbursement date to the end of repayment. The unsubsidized interest may be deferred by the student while in school.

\* Additional unsubsidized loans are available to students whose parents are ineligible to borrow parent PLUS loans. Undergraduate dependent students whose parents are denied the Federal PLUS or undergraduate independent students may borrow \$9,500 (subsidized plus unsubsidized) in their first year; \$10,500 (subsidized plus unsubsidized) in their second year; \$12,500 (subsidized plus unsubsidized) in their third, fourth, and fifth years.

Eligible students will sign a promissory note prior to loan disbursement.

Federal Parent PLUS Loan PLUS Loans are federally sponsored loans for credit-worthy parents of undergraduate students. The loan is disbursed in two equal disbursements, usually Fall and Spring. Repayment begins immediately after the scheduled second disbursement of the loan. The student must complete a FAFSA for consideration. Parents may borrow up to the cost of attendance less other aid.

# Statement of Financial Eligibility

To receive financial aid at Nichols College, a matriculated student must complete all financial aid application requirements, enroll at least half-time, and maintain satisfactory academic progress.

**Enrollment Status** A student's enrollment status may affect the type and amount of financial aid for which he or she qualifies. The chart below shows the credits needed per semester to qualify for financial aid:

Enrollment Status	Undergraduate Students	Graduate Students
Full-time	12 or more credits	9 or more credits
Three-quarter time	9 to 11 credits	not applicable
Half-time	6 to 8 credits	6 to 8 credits
< Half-time	1 to 5 credits	1 to 5 credits

Students attending less than half-time in any semester are ineligible for most forms of financial aid, with the exception of Pell Grants for needy students.

## Satisfactory Academic Progress

Recipients of federal financial aid, including most loan programs, must make satisfactory academic progress toward their degree. Both the student's attempted credit hours (quantitative) and cumulative grade point average (qualitative) factor into satisfactory academic progress. Students are reviewed for progress at the end of the Spring semester.

**Qualitative Measures of Satisfactory Academic Progress** All undergraduate students must meet the grade point average and all other academic requirements as outlined below. Graduate students must maintain a 3.0 grade point average to maintain satisfactory academic progress.

Credit-Hours Attempted	Cumulative GPA
1-30	1.5
31-56	1.75
57 or more	2.00

- Course grades W (Withdrawn), I (Incomplete), and F (Failure) are counted as credits attempted but not successfully completed.
- Courses dropped before the published add/drop date each term do not count as attempted.

- Transfer credits are neutral for GPA and are counted as credits attempted and completed.

## Quantitative Measures of Satisfactory Academic Progress

In addition to qualitative standards as outlined above, students must progress through their programs in a timely manner (not to exceed 150% of the published length of the academic program and/or 180 attempted credits). Undergraduate full-time day students, part-time day students, undergraduate evening students, and graduate students must successfully complete two thirds of all credits attempted at Nichols College. Academic progress will be reviewed annually following the Spring semester.

**Maximum Time Frame** The time frame of a student's eligibility for financial aid is limited to 150% of the number of credits required to complete a degree as defined in the college catalog.

## Financial Aid Suspension

- When a student is on Financial Aid Suspension, he/she will lose all eligibility for college, federal, and state assistance, including student/parent loans.
- **Reminder:** There could be situations where he/she is in good academic standing but fails to meet the academic standard for financial aid eligibility. In other words, it is possible for a student to maintain adequate academic standing for continued enrollment at the college but lose financial aid eligibility.

When a student has been placed on Financial Aid Suspension, the Financial Assistance Appeals Committee may grant a semester of Financial Aid Probation (reinstatement of aid eligibility) if there are documented circumstances that have affected the student's ability to maintain appropriate academic standing. If a term of Financial Assistance Probation is granted, the student must meet the conditions of that probation as stated in the prescriptive plan to continue eligibility. Failure to agree to or to meet those conditions will result in the loss of financial assistance eligibility.

Students who have exceeded 150% of the required degree credits are not eligible for a probationary period.

**Notification of Loss of Financial Assistance** Written notice will be sent to any financial aid recipient who does not meet minimum satisfactory progress standards regarding their termination from aid for the subsequent term(s). The notice will be addressed to students' most current local address on file. It is the responsibility of each student to inform Student Financial Services of the correct address at all times.

**Appeals Process** Any student who has been terminated from financial assistance has the opportunity to appeal such action to the Financial Assistance Appeals Committee. The suspension may be appealed on the basis of an undue hardship, such as the death of a relative or an injury to or illness of the student, as the cause of deficient academic performance. Documentation of the circumstances should accompany the appeal, i.e., doctors notes, etc. Students appealing their

suspension should complete the Satisfactory Academic Progress Appeal Form. If such an appeal is successful, some or all of the financial assistance will be reinstated based on committee recommendation and funding availability at the time of appeal. Appeals may be mailed or faxed to (508) 213-2118.

**Reinstatement of Lost Financial Aid** Once a student regains satisfactory academic standing, or prevails upon appeal, his/her financial aid shall be reinstated, where continued eligibility and funding permits. For purposes of receiving financial aid, good academic standing is defined as meeting both qualitative and quantitative measures of academic progress as outlined above. Once a student's aid is lost, it may be reallocated to other students and is not reserved for any student pending appeal decisions. If reinstatement of aid is warranted, the College will reinstate a student's aid with any remaining resources for which the student is eligible. Be advised that some sources of financial aid, such as achievement scholarships, have a grade point average requirement for reinstatement. The College cannot guarantee that a student's aid package will be reinstated to match the previous amount awarded.

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## Student Life

Student Life beyond the classroom is a crucial portion of a student's education at Nichols. A large and diverse number of experiences coupled with a growing student body offer each student increased possibilities for involvement in campus and community affairs.

Students can participate in social and professional organizations, special interest groups, cultural and social events, intercollegiate club and intramural sports, the campus radio station, a literary magazine, Student Government, and community service efforts.

Nichols is a residential college with a commitment to the concept of residential living as a part of the student's total educational experience. While the majority of the student body resides on campus, our commuting students are offered all of the same opportunities and experiences. Commuting students are given resources through the Student Involvement Office. These students can obtain a locker, parking information, social events, and more. The Fels Student Center lounge is just one of the many spaces commuting students utilize campus-wide. All facilities and activities on campus are open to commuters.

Nichols College seeks to promote the pursuit of activities that contribute to the intellectual, ethical and physical development of the individual student as well as ensuring the safety of persons engaging in those pursuits. In accordance with its responsibilities as an institution of higher education and upon the approval and acceptance by the President of the College, Nichols College establishes policies of student conduct and regulations for the use of its facilities. Therefore, it is expected that students will conduct their affairs with proper regard for the rights of others and of the College. All members of the College community share a responsibility for maintaining an environment where actions are guided by mutual respect, integrity and reason. Nichols College students are both citizens and members of the academic community. As citizens, students enjoy the

same freedom of speech, peaceful assembly and right of petition that other citizens enjoy.

## ACADEMIC AFFAIRS

### Honor Societies

**Alpha Phi Sigma** The national honor society for students in criminal justice. The goals of Alpha Phi Sigma are to honor and promote academic excellence, community service, educational leadership, and unity.

**Delta Mu Delta** The national college honor society for students in business administration. Its purpose is to promote higher scholarship in training for business and to recognize and reward scholastic attainment in business administration.

**Mu Kappa Tau** The national scholastic honor society for students in marketing, the society's aims are to recognize and honor scholarly achievement and to promote the advancement of marketing education.

**Phi Alpha Theta** The national honor society in History; its Alpha Mu Eta chapter was established at Nichols in 2005. Its purpose is to recognize student excellence in the field of history as well as to encourage research, good teaching, and the exchange of ideas between students, teachers, and writers of history.

**Zeta Alpha Phi** This Nichols College honor society is a select group of men and women who have shown excellence in the classroom in addition to their active participation in other campus activities. The primary aim of the organization is to stimulate student interest in academics and thereby improve the academic stature of the institution.

## Athletics

### NCAA Division III

Nichols offers an extensive athletics program with ten men's and ten women's teams competing in the NCAA Division III. The college is a member of the National Collegiate Athletic Association (NCAA), Eastern College Athletic Conference (ECAC), New England Football Conference (NEFC), ECAC Northeast Ice Hockey League, Commonwealth Coast Conference (CCC), and ECAC Women's East Ice Hockey League.

#### Men's Teams

Baseball

Basketball

Cross Country

#### Women's Teams

Basketball

Cross Country

Field Hockey

Football	Ice Hockey
Golf	Lacrosse
Ice Hockey	Soccer
Lacrosse	Softball
Soccer	Tennis
Tennis	Track & Field
Track & Field	Volleyball

## The Competition

**Fall:** The Bison athletics program includes football, men's and women's soccer, men's golf, men's and women's cross country, as well as field hockey, women's volleyball, and women's tennis. All but the football team compete in the 10-institution Commonwealth Coast Conference (CCC) with schools such as Western New England College, Endicott College, Salve Regina University, and Roger Williams University. The sport of football will join the CCC in 2017. The field hockey, golf, men's soccer, and women's tennis teams have won conference championships in the past several years.

**Winter:** The Bison compete in men's and women's basketball as well as in men's and women's ice hockey. The basketball teams both compete in the CCC and have produced a number of all-stars at the conference and regional levels. The men's basketball team finished in first place in the CCC regular season standings in 2014, 2015, and 2016. The men's hockey team has produced several ECAC all-stars and has participated in the ECAC Northeast Ice Hockey League Tournament every year since 2006, winning the championship in 2009, 2014, and 2015. Starting in 2016-2017, the men's ice hockey team will also begin competing in the CCC and the women will continue to compete in the NEHC. Home ice for the Bison is the June R. Levy Rink in Harrisville, R.I.

**Spring:** Teams include baseball, softball, men's and women's lacrosse, men's golf, men's and women's track and field, and men's tennis. Many of the spring teams often travel to Florida for an early-season start during spring break before starting the CCC schedule. The men's tennis team has won the Conference Championship in 2000, 2001, 2012, 2013, 2014, 2015, and 2016.

## Athletics Facilities

Nichols boasts many fine outdoor sports facilities. The football, field hockey, soccer, and lacrosse teams practice and compete on an outdoor multi-purpose synthetic turf field complete with lights, press box, bleachers, and an all-weather eight-lane track. The field was dedicated in 2005 in honor of Coach Michael J. Vendetti. Dedicated in the fall of 1992, the Francis J. Robinson Jr. Tennis Courts

are fully lighted and were rebuilt in 2014-2015. Fields for soccer, softball, and baseball complement the College's outdoor facilities.

The multipurpose Chalmers Field House contains multiple levels and a clear span gymnasium of 120'x120'x35'. It has a basketball court, locker rooms, athletic offices, and equipment storage. The facility was remodeled and renovated in 2015 to include a weight room, fitness center, athletic training room, a multi-purpose meeting room, and an aerobics/dance studio. During the academic year, the field house is one of the busiest places on campus with intramural sports and recreational activities.

The Athletic Center, completed in the fall of 2000, contains a performance gym for varsity basketball and volleyball. The building contains a suspended jogging track, two racquetball courts, one squash court, an atrium foyer with indoor climbing wall, two public locker rooms and four varsity locker rooms, and an athletics administration suite.

## THE STUDENT INVOLVEMENT OFFICE

### Academic Organizations

**Accounting Club** This organization provides students an opportunity to meet with professionals in the field of accounting and other related areas. The club invites outstanding speakers representing industrial, public, and governmental accounting. Off-campus activities include accounting seminars and field trips to local businesses and industries.

**Criminal Justice Management Club** This club provides a networking opportunity for those within the CJM major. It also introduces members to career opportunities through event sponsorship and trips to area agencies.

**Hospitality Management Club** This club expands students' knowledge and understanding of the hospitality industry. Through social events, traveling, and numerous educational activities, the Hospitality Management Club helps create a positive atmosphere around all Nichols College events, both on and off campus.

**Human Resource Management Club** Students in this club seek experiences and information to gain a greater understanding of the fields of Human Resource Management and/or Management.

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into real club experiences.

**Psychology Club** This academic group seeks to involve any Nichols student in the world of psychology. Students are not required to be psychology majors to participate.

**Sport Management Club** Offering additional opportunities for students specializing in Sport Management, the club schedules guest speakers and arranges trips to athletic organizations to give students exposure to this robust field of business.

## Campus Recreation

The Student Involvement Office supports Campus Recreation. This area is comprised of three major areas: Intramural Sports, Wellness Initiative, and Club Sports. We also offer a co-op. Students have access to golf clubs, disc golf sets, ice skates, and a variety of lawn games, teambuilding activities and more.

**Intramurals** The Intramural program offers a variety of competitive activities, including basketball, disc golf, flag football, softball, indoor soccer, Ultimate Frisbee, golf, and more. Each sport plays up to 20 games per semester.

**Wellness Classes** Nichols currently offers 5 different Wellness Classes. Insanity Live!, Cardio Kickboxing, Pilates, PiYo, and Zumba are all offered once or twice a week in our brand new aerobics studio. All classes are free of charge for the Nichols College community.

## Club Sports

Nichols College provides club sports for cheerleading, dance, men's rugby, racquetball, men's ice hockey, lacrosse, and Ultimate Frisbee. The men's rugby club plays in the fall and spring against other traditional New England Rugby Union teams. The racquetball team competes at regional and national levels; the Bison were the National Men's Team Champions in 1995, and the men and women combined placed fourth in the overall competition in the 1996 nationals. Cheerleading placed first in the New England Regional Cheering & Dance Competition in 2002, 2003, 2005, 2006, and 2007.

**Cheerleading** The Nichols College Cheer team consists of 25 women. In the fall semester, the team supports Bison Athletics on campus, and in the spring semester, the team focuses on competition and traveling both regionally and nationally to compete.

**Dance Team** The Dance Team aims to provide members a safe environment to express themselves through dance and movement, while providing opportunities to improve physical well-being.

**Lacrosse Club** The club lacrosse team was created in the spring semester of 2015 to meet the needs of our students. The roster consists of 20+ students who play 2-3 times per week.

**Men's Ice Hockey Club** This club is made up of players at a variety of skill levels who wish to improve their game-play through club level competitions with other colleges. In 2014-2015, the team

had its most successful year in team history with a 12-1 record.

**Men's Rugby Club** The club, which has both fall and spring seasons, has had much success since its inception in 1987. Each season has a rigorous schedule which includes many home and away games. In 2006, the team won the New England Rugby Football Union Division IV Championship. The Men's Rugby Club has made many appearances in the NERFU playoffs.

**Racquetball Club** The co-ed racquetball team competes regionally against area colleges and universities. The team also competes annually in the national championships.

## General Interest Organizations

**ALANA** This multi-cultural group has become one of the most active clubs on campus. Providing education and entertainment, this group hosts events highlighting various cultures such as Caribbean, African American, Latino, and many more.

**Alternative Spring Break** The students in this group fundraise their way to New Orleans in order to work with Gulf Coast Volunteers for the Long Haul, Inc. and the St. Bernard Project. This trip is full of opportunities for Nichols students to learn about the culture and themselves, as well as the chance to gain a new appreciation for community service and assisting those in need.

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**Campus Ambassadors** This club speaks about hope, love, faith, worship, and much more. It is not a typical bible study group; students interact with fellow classmates.

**History Club** This club creates an environment in which Nichols students with an interest in history, politics and current events have the opportunity to increase their knowledge and broaden their intellectual horizons in appeals and enjoyable ways.

**International Club** The mission of the International Club is to embrace diversity and different cultures on and off campus. Since all students have different cultural or ethnic backgrounds, this club wants to embrace these differences with the hope of building a better community for everyone at Nichols.

**Poetry Club** The Nichols College Poetry Club is a diverse and talented group of students who express their ideas and thoughts through poetry.

**Social Programming Board (SPB)** The mission of the SPB is to provide social activities and events that unite the student body and enhance the Nichols College community. SPB provides events ranging from comedians, live music, novelties, the Fall Extravaganza, Bison Fest, and more. SPB is open year round to the entire Nichols College community. The SPB President serves as a member of the Executive Advisory Board of SGA. SPB hosts over 100 programs a year.

**Ski & Snowboard Club** The Ski & Snowboard club is a campus organization that gives students an

opportunity to ski or snowboard at some of the best locations in New England.

## Student Government

**Student Government Association (SGA)** The mission of the SGA is to serve as the voice of the student body. Led by the Executive Advisory Board – a team of ten students – the SGA addresses concerns, issues, and desires of not only the student body but the greater college community. The SGA is the funding body for student organizations on campus, sponsoring club trips, speakers, novelty events, and leadership programs. The SGA Senate meets weekly in a formal format open to all students and to the community. The SGA General Assembly meets once a month.

## Student Publications and Communications Media

**College Literary Magazine** Windfall provides a vehicle for Nichols' writers and artists to express their thoughts and ideas. The magazine is published once a year.

**WNRC Radio Station** The Radio Club started FM broadcasts from the campus in the spring semester of 1975. The club's objective is to keep the student body informed of all current events taking place on campus and in the surrounding areas. It also provides students with quality music.

## Student Support Services

### Academic Advising

Upon entering Nichols, first-year students are assigned a professional academic advisor; transfers and upperclassmen are assigned a faculty advisor. These advisors serve as a resource for students to support their academic success and provide information concerning academic policies, course selection and registration, majors, minors, and concentrations. Academic advisors refer students to other counseling and support services when appropriate. Students are encouraged to meet with their advisor on a regular basis to discuss their academic and life goals, and to foster and strengthen a mentoring relationship.

### Academic Resource Center

The Academic Resource Center (ARC) helps students become stronger, more confident learners and realize their academic goals. Whether students are preparing for an exam or prefer on-going support, our peer tutors are consistently available as a resource through individual, group, and weekly tutoring. We also offer math help sessions, exam reviews, and academic enrichment workshops. All of our services are available to all undergraduate students and are made available for no additional charge.

Our tutors are current Nichols College students who have been recognized by members of our faculty for achieving academic success in the courses for which they tutor. All of our peer tutors receive training toward international certification by the College Reading and Learning Association (CRLA). In addition to helping students understand course material, tutors can also help students

with their note-taking habits, test-taking tips, skills for studying, staying organized, time management and reading strategies, and setting goals.

### **Career and Professional Development Center (CPDC)**

The Career and Professional Development Center meets the career planning needs of Nichols students. Drop-in hours are offered daily for quick questions; students are also able to schedule individual counseling appointments tailored to their needs. Topics covered include resume/cover letter writing, interview preparation, professional network development, and job search strategies. Additionally, students can reserve Skype and phone-equipped interview rooms, borrow from the Bison Boutique (a professional lending clothing closet), and take advantage of excellent online resources like Road to Success, a recruiting and job search database. The CPDS hosts many career related events, including the Annual Career and Internship Fair, on-campus recruiting, employer panel discussions, and etiquette dinners.

### **College Success**

College Success is an academic program designed for students in academic difficulty and is required of students on Academic Suspension Warning (ASW) and Academic Probation. Topics can include time management, goal setting, study skills, note taking, test taking, learning styles, and wellness, and there is a substantial focus on individual academic advising. Students on ASW are assigned a staff or faculty member to work with them as a Success Coach. They are also expected to participate in a weekly study hall.

### **Conant Library**

Conant Library provides a welcoming environment for study, work, and collaboration. The library enhances learning and research by providing easy access to a wide range of print and online resources, including databases containing full-text articles and company and industry information, and over 135,000 electronic books. There are 43 computer workstations, 2 scanners, and 4 laser printers for student use. For collaborative work there are 7 group-study rooms with 40" monitors. Students can borrow laptops and tablets as well as many course textbooks. The service-oriented staff is friendly and knowledgeable, and works in partnership with faculty to help students develop the expertise and critical thinking skills necessary for academic success at Nichols and professional success beyond.

### **Counseling Services**

Free, confidential counseling services are provided on campus to all full-time, undergraduate students through Mental Health Services located in South Hall. Mental health assessment and individual counseling services are provided by appointment to assist students in addressing a wide range of personal, social and emotional problems. This assistance is designed to problem solve and improve the student's ability to cope with life's challenges. Counseling staff can also provide consultation, programming and assistance to students in finding off-campus mental health resources.

## **Fischer Institute**

Home to the Cultural Enrichment Program, better known as “Culturals” or “cultural credits,” the Fischer Institute staff will help you meet one of your degree completion requirements (See General Regulations/Requirements for Degrees). If you attend a minimum of two Fischer-sponsored events per semester, you will complete your Cultural Credits right on time for graduation. The Fischer Institute has a portal page with an updated events list for your convenience. Fischer Institute maintains a Facebook page and Twitter account to alert you about upcoming events. Follow us on Twitter @FischerCultural. Fischer puts up posters and electronic billboards on campus. Or, you can always request an events list from our office. For more information, stop up to Fels 315.

## **Health Services**

The operating hours at the Health Services Center, located in South Hall, are Monday, Tuesday and Wednesday from 8:30 a.m. to 3:30 p.m. and on Thursday and Friday from 8:30 a.m. to 1:00 p.m. A registered nurse is in the office during these hours. The staff physician is available daily and visits the College on Tuesday and Thursday. Health services are available to all full-time day students. Anyone wishing to see the staff physician must call Health Services at 508-213-2238 or stop by to schedule an appointment.

All incoming first-year students are required to have on file in Health Services a physical – preferably current within the six months prior to entering the College – and an up-to-date immunization record. Transfer students must have documentation of a physical and immunization record along with pages 1 and 2 of the Nichols College Health Record. All forms can be obtained in Health Services, or are available on the Nichols College website.

## **International Engagement (OIE)**

The Office for International Engagement (OIE) is home to Faculty-Led Course-Related Travel, International Internships, Study Abroad, and International Student Services. We promote safe expatriate behavior, novel personal growth, openness to life-changing experiences, and an enhanced academic profile. Whether you are at Nichols as an international student or venturing out on one of our away programs, OIE is the place to find answers. For information on any of these programs, come up to Fels 315.

## **Learning Services**

Learning Services supports any student with a documented learning difference and strives to help students realize their full learning potential. Success is met through specialized coaching and classroom accommodations depending upon the individual student’s needs. Students that wish to take advantage of classroom accommodations should submit their official documentation current within three years of acceptance to Nichols College. It is also strongly encouraged that students schedule a visit to meet with the Assistant Dean for Learning Services to discuss their academic needs.

## **Residence Life**

The Office of Residence Life serves the residential needs of Nichols students. Professional staff members are responsible for the overall maintenance and support of each of the residential communities. The Office works to provide an environment for students that is safe, secure, and supportive of the academic mission of Nichols College. Professional Area Coordinators live in the residential community and supervise undergraduate student Resident Assistants (RA's) who serve as resources and address student concerns throughout the year. The Office also works to provide programming that contributes to building communities which reflect mutual respect, civility, social responsibility, and appreciation for diversity.

## **Professional Development Seminar (PDS)**

The Professional Development Seminar program was created so that the end of the college experience can be as promising as the beginning. The College recognizes a need to teach students the professional skills required in the workforce that are not included in the typical college curriculum. Ever mindful of trends in the workforce, faculty and staff continually assess the PDS program to ensure practical skills are cultivated while supporting the College mission to transform "...today's students into tomorrow's leaders through a dynamic, career-focused business and professional education." The PDS program prepares each Nichols undergraduate student to achieve success in his/her professional life.

The PDS program is a sequence of four one-credit required courses designed to meet students' unique developmental needs from the first-year experience through the senior experience. Students learn about a variety of topics including how to write effective resumes and cover letters, create LinkedIn profiles, conduct themselves successfully in employment interviews, and develop personal budgets for life after college. To demonstrate acquired skills and abilities while in the program, each student must develop an electronic portfolio of his or her best work and learning experiences, beginning in the sophomore year. The program outcome is a confident, qualified student prepared for both the professional challenges ahead and the lifelong-learning opportunities that necessarily occur in the professional world. Nichols students graduate prepared for their professional lives.

## **Public Safety**

Located in South Hall, the Department of Public Safety is open from 8:00 a.m. to 4:00 p.m., Monday through Friday, for the purpose of conducting business. Public Safety Officers are on duty 24-hours a day, seven days a week, throughout the year. In order to report a crime or any suspicious activity, students may contact Public Safety personnel at any time via telephone by dialing 508-213-2298. Public Safety Officers respond to complaints or disturbances, crimes, suspicious persons, motor vehicle related problems, lockouts, and to any request for emergency assistance. Officers are responsible for performing investigations, preparing incident reports, and upholding the rules and regulations of the College, including housing regulations and the standards of conduct for students. Officers also note security-related problems such as broken windows and malfunctioning lights and locks.

Services include Operation I.D., vehicle assistance services, escort service, and lost and found. Public Safety also assists in educational programs in addressing students in matters pertaining alcohol/drug awareness, security awareness and other programs related to college life. The Department of Public Safety and the Dudley Police Department work in a model Community Policing program and work hand-in-hand in several areas to provide services to Nichols College.

The Department of Public Safety assists the Community Standards Coordinator in compiling campus crime statistics to comply with the Campus Safety and Security Act of 1990. A copy of these statistics and a copy of the Campus Safety, Security and Fire Safety report are made available to all day students upon check-in during the Fall semester. Copies of these reports are available at the Public Safety Office, Admissions Office, Office of the President, and the Human Resources Office. Public Safety also compiles a Daily Crime Log and a Residence Hall Fire Log which are available for review at the Public Safety Office.

### **Office of Undergraduate Student Success**

Since 2011, Nichols has had a full-time staff position dedicated to undergraduate student success. Reporting to the Vice President for Enrollment, the Office of Undergraduate Success includes two Associate Directors for Enrollment: one dedicated to improving retention among full-time undergraduate students, and the second charged with recruiting and retaining the undergraduate adult population. This office oversees the Student Retention Council and the Nichols Connect Program, a first-year peer mentoring program which pairs incoming students with an upper-class student.

### **Orientation and Semester Opening Programs**

During the summer, incoming students, their families, and their guests attend our summer Orientation program. The Nichols Orientation program is a way for new students to meet other incoming students, learn about life at Nichols College and work with student Orientation Leaders. At Orientation, parents and guests attend workshops facilitated by faculty, staff, and students. These workshops are designed so parents and guests can learn about Nichols College policies and procedures. The orientation process is designed to make students' transition to college as seamless and as enlightening as possible. In September and January, Fall Opening and Spring Opening programs for new students continue with campus-wide activities involving students, faculty and staff.

### **Student Involvement**

The Student Involvement Office oversees all student programming on campus. Student Involvement oversees the Student Government Association, the Social Programming Board, Campus Rec, over 35 student organizations, Summer Orientation, Fall Opening, Alternative Spring Break, community service, and leadership programs. Student Involvement is the hub of co-curricular enrichment efforts on campus. Student Involvement offers over 800 involvement opportunities.

### **Student Financial Services**

The Office of Financial Assistance provides service and guidance to all Nichols students regarding the financing of their Nichols education. The Office also administers federal, private and institutional funds in the form of grants, loans and the federal Work Study program. The Office of Financial Assistance staff is committed to providing students who demonstrate financial need with resources to finance a Nichols College education. 98% of our undergraduate day students receive financial assistance.

Nichols College average student loan indebtedness for the graduating class of 2015 is \$36,322. This includes federal Stafford and private student loans. Updates are posted on the College website.

## Athletics

### NCAA Division III

Nichols offers an extensive athletics program with ten men's and nine women's teams competing in the NCAA Division III. The college is a member of the National Collegiate Athletic Association (NCAA), Eastern College Athletic Conference (ECAC), New England Football Conference (NEFC), ECAC Northeast Ice Hockey League, Commonwealth Coast Conference (CCC), and ECAC Women's East Ice Hockey League.

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#### Men's Teams

#### Women's Teams

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Baseball

Basketball

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Basketball

Cross Country

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Cross Country

Field Hockey

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Football

Ice Hockey

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Golf

Lacrosse

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Ice Hockey

Soccer

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Lacrosse

Softball

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Soccer

Tennis

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Tennis

Track

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## The Competition

### Fall:

The Bison athletics program includes football, soccer, cross country, and golf for men, and cross country, field hockey, soccer, and tennis for women. All but the football team compete in the 10-institution Commonwealth Coast Conference (CCC) with schools such as Western New England College, Endicott College, Salve Regina University, and Roger Williams University. The field hockey, golf, men's soccer, women's soccer, and women's tennis teams have won conference championships in the past several years.

### Winter:

The Bison compete in men's and women's basketball as well as in men's and women's ice hockey. The basketball teams both compete in the CCC and have produced a number of all-stars at the conference and regional levels. The men's hockey team has produced several ECAC all-stars and has participated in the 2006, 2007, 2008, 2009, 2010, 2011, 2012, 2013, 2014, and 2015 ECAC Northeast Ice Hockey League Tournament, winning the championship in 2009, 2014, and 2015. Home ice for the Bison is the June R. Levy Rink in Harrisville, R.I.

### Spring:

Teams include baseball, lacrosse, golf, track, and tennis for men; lacrosse, track, and softball for women. The baseball and softball teams often travel to Florida for an early-season start during spring break before starting the CCC schedule. The men's tennis team won the Conference Championship in 2000, 2001, 2012, 2013, 2014 and 2015.

## Athletics Facilities

Nichols boasts many fine outdoor sports facilities. Beginning in the Fall of 2005, football, field hockey, soccer, and lacrosse teams practiced and competed on a brand new outdoor multi-purpose synthetic turf field complete with lights, press box, bleachers, and an all-weather eight-lane track. The field was dedicated in 2005 in honor of Coach Michael J. Vendetti. Dedicated in the Fall of 1992, the Francis J. Robinson Jr. Tennis Courts are fully lighted and were rebuilt in 2014-2015. Fields for soccer, softball, and baseball complement the College's outdoor facilities.

The multipurpose Chalmers Field House contains multiple levels and a clear span gymnasium of 120'x120'x35'. It has a basketball court, locker rooms, athletic offices, and equipment storage. The facility was remodeled and renovated in 2015 to include a weight room, fitness center, athletic training room, and aerobics/dance studio. During the academic year, the field house is one of the busiest places on campus with intramural sports and recreational activities.

The Athletic Center, completed in the fall of 2000, contains a performance gym for varsity basketball and volleyball. The building contains a suspended jogging track, two racquetball courts, one squash court, an atrium foyer with indoor climbing wall, four varsity locker rooms, two offices,

and a multipurpose function room.

# The Student Involvement Office

## Academic Clubs

### **Accounting Club**

This organization provides students an opportunity to meet with professionals in the field of accounting and other related areas. The club invites outstanding speakers representing industrial, public, and governmental accounting. Off-campus activities include accounting seminars and field trips to local businesses and industries.

### **Criminal Justice Management Club**

This club provides a networking opportunity for those within the CJM major. It also introduces members to career opportunities through event sponsorship and trips to area agencies.

### **Hospitality Management Club**

This club expands students' knowledge and understanding of the hospitality industry. Through social events, traveling, and numerous educational activities, the Hospitality Management Club helps create a positive atmosphere around all Nichols College events, both on and off campus.

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### **Cheerleading**

The Nichols College Cheer team consists of 25 women. In the fall semester, the team supports Bison Athletics on campus, and in the spring semester, the team focuses on competition and traveling both regionally and nationally to compete.

### **Dance Team**

The Dance Team aims to provide members a safe environment to express themselves through dance and movement, while providing opportunities to improve physical well-being.

### **Lacrosse Club**

The club lacrosse team was created in the spring semester of 2015 to meet the needs of our students. The roster consists of 20+ students and is looking to play competitively beginning in the Fall 2015 semester.

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### **Campus Ambassadors**

This club speaks about hope, love, faith, worship, and much more. It is not a typical bible study group; students interact with fellow classmates.

### **Caribbean Club**

This multi-cultural group has become one of the most active clubs on campus. Providing education and entertainment, this group hosts events highlighting various cultures such as Caribbean, African American, Latino, and many more.

### **Commuter Council**

This organization serves as a voice for the commuter population. It provides a link between commuter students and campus activities, and serves as a social environment. Its president serves as a member of the Executive Advisory Board.

### **Events for a Cause**

The Events for a Cause mission is to promote charities and causes through various activities and to increase student involvement in various philanthropic activities.

### **History Club**

This club creates an environment in which Nichols students with an interest in history, politics and current events have the opportunity to increase their knowledge and broaden their intellectual horizons in appeals and enjoyable ways.

### **International Club**

The mission of the International Club is to embrace diversity and different cultures on and off campus. Since all students have different cultural or ethnic backgrounds, this club wants to embrace these differences with the hope of building a better community for everyone at Nichols.

### **Poetry Club**

The Nichols College Poetry Club is a diverse and talented group of students who express their ideas

and thoughts through poetry.

### **Residence Hall Council**

This student-run organization works closely with the Residence Life staff to plan events for the Hall Residents and improve life on campus for students.

### **Student Athlete Advisory Committee (SAAC)**

The Student Athlete Advisory Committee is a group of students who represent the institution's student athletes. SAAC works in conjunction with the administration to enhance the total student athlete experience. This committee promotes communication between the athletics administration and student athletes, builds a sense of community within the athletics department, solicits student athlete responses to proposed conference and NCAA legislation, organizes community service efforts, and promotes positive student athlete images on campus.

### **Ski & Snowboard Club**

The Ski & Snowboard club is a campus organization that gives students an opportunity to ski or snowboard at some of the best locations in New England.

### **Student Alumni Society (SAS)**

The mission of Student Alumni Society (SAS) is to promote the interests of and understanding between Nichols College students of the past, present, and future. SAS provides students with leadership opportunities and experiences that enhance their education. SAS promotes Nichols spirit through involvement in campus, community and alumni activities.

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## the-student-involvement-office

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## athletics

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## General Regulations

## Administrative Regulations

### Organization

Full authority in all matters pertaining to Nichols College rests with the Board of Trustees. This policy-making body holds formal meetings three times per year. The Executive Committee of the Board of Trustees meets eight times throughout the year.

The President is the chief administrative officer of the College, acting by vested authority from the Board of Trustees.

## **Policies**

Enrollment at Nichols College implies full acceptance of all College policies and regulations, including those having to do with conduct.

The College, in order to safeguard its scholarship and its moral atmosphere, reserves the right to dismiss any student whose presence is deemed detrimental. In such instances, there will be no financial adjustments.

Insults, rudeness, or obscenities, either written or oral, directed at any member of the College community are specifically prohibited. Students or other College personnel engaging in such activity may expect to be separated from the College.

As an institution of higher learning committed to providing the most constructive atmosphere possible for academic and personal advancement, Nichols College is particularly concerned about conduct such as sexual misconduct. The College will not tolerate such conduct, either by students or by members of the faculty, administration, or staff; any person found to have engaged in such conduct will be subject to appropriate discipline, up to and including expulsion from the Nichols College community.

In keeping with standards of academic ethics, Nichols College requires students and employees to uphold the copyright privileges of software vendors and to honor license agreements supplied with each software package used. The appropriate procedures for copying software, when permitted, are covered under U.S. copyright law.

In this community of learning, willful disruption of the educational process, destruction of property, and interference with the rights of other members of the community will not be permitted. There will be prompt and appropriate action against the person or persons responsible. Students, faculty, administrators, and employees who are not in agreement with this basic philosophy are urged to sever their ties with the College.

## **Student Regulations**

### **Automobile Policy**

Any motor vehicles that will be kept on campus **MUST** be registered with the Department of Public Safety according to Massachusetts General Laws. The Public Safety Department is charged with enforcing all rules and regulations pertaining to parking on College properties. Enforcement of these rules and regulations is managed through written violations, vehicle immobilization and/or towing of a vehicle. The parking rules and regulations are well publicized and we ask that you please become familiar with them so as to avoid parking infractions.

All student vehicles MUST be registered and have a valid Nichols College parking decal permanently affixed in a visible spot. Forms for registering vehicles may be picked up in the Public Safety office Monday – Friday from 8:30 a.m. to 4:00 p.m.

## **Identification Card**

Each student is required to have an identification card made at the time of registration. Replacement of the I.D. card costs \$25.00. Students are required to carry their identification cards when on campus and present them when requested by a College official. New cards can be obtained in the Student Life office in the Fels Student Center.

## **Code of Conduct**

At Nichols College, it is expected that students will conduct their affairs with proper regard for the rights of others and of the College. All members of the College community share a responsibility for maintaining an environment where actions are guided by mutual respect, integrity and reason.

Students are encouraged to refer to the Student Life Handbook for details on policies and procedures of the Student Code of Conduct. NOTICE: The reader should take notice: Nichols College reserves the right to make changes at any time without prior notice.

In seeking to encourage and support responsible behavior, Nichols College places reliance upon self-discipline, counseling and advisement. In certain circumstances where these preferred means fail, Nichols College must rely upon the rules and procedures described in the Student Code of Conduct. In the enforcement of this Code, Nichols College functions in an administrative manner. Nichols College's process affords fundamental fairness, but does not follow the traditional common law adversarial method of a court of law.

Individuals in violation of state and federal law are subject to prosecution by the appropriate state and federal authorities regardless of whether the activity occurs on or off campus. In addition, the student may be subject to disciplinary action by the College pursuant to the Student Code of Conduct. The severity of the imposed sanctions will be appropriate to the behavior.

## **Information Technology Regulations**

### **Acceptable Use of Information Technology Resources**

#### **Purpose**

The purpose of this policy is to outline the acceptable uses of computing and information technology resources for the Nichols College student community. This policy outlines the standards for acceptable use of college computing and information technology resources that include, but are not limited to, equipment, software, networks, data, and telecommunications services, whether owned, leased, or otherwise provided by Nichols. This policy is intended to reflect the College's

commitment to the principles, goals, and ideals described in the Nichols College Mission Statement.

### **Coordination with Other Policies**

Users of information technology resources at Nichols College are advised that other college policies, including those for Human Resources, the faculty and student handbooks, and notably those policies governing copyright and intellectual property compliance, may be related to the use of information technology resources, and that those policies must be observed in conjunction with this policy.

Additionally, laws (including, but not limited to FERPA, HIPAA, etc.) and college policies relating to disclosure of confidential information must be observed.

### **Access to and Expectations of Persons Using Information Technology Resources**

It is the policy of Nichols to maintain access for its community to local, national and international sources of electronic information in order to provide an atmosphere that encourages the free exchange of ideas and sharing of information. Nichols maintains a variety of information technologies for use as resources for people, catalysts for learning, increased access to technology, and an enriched quality of learning. Access to this environment and the college's information technology resources is a privilege and must be treated with high ethical and legal standards.

Both the Nichols community as a whole and each individual user have an obligation to abide by the following standards of acceptable and ethical use:

- Use only those computing and information technology resources and data for which you have authorization and only in the manner and to the extent authorized.
- Use computing and information technology resources only for their intended purpose.
- Protect the access and integrity of computing and information technology resources.
- Abide by applicable laws and college policies and all applicable contracts and licenses; and respect the copyright and intellectual property rights of others, including the legal use of copyrighted material.
- Respect the privacy and personal rights of others.
- Connecting end-user equipment to the network that has appropriately maintained software; including (but not limited to) operating systems, browsers, plug-ins, anti-virus, and other software as appropriate.

Access to Nichols information technology and computing resources is a privilege granted to students, staff, and faculty at Nichols. The college extends access privileges to individual users of the college's information technology and computing resources. The extension of these privileges is predicated on the user's acceptance of and adherence to the corresponding user responsibilities detailed in this policy. The college reserves the rights to limit, restrict, or extend access to

information technology resources as it deems appropriate.

### **Residence Hall Network Access Restrictions**

No student shall turn on or connect student owned wireless access points, gateways, or routers in the residence halls or elsewhere on campus. These wireless routers are commonly sold in retail stores and provide home private use; however when brought on campus they cause Nichols College wireless interference, network congestion, and loss of network access to other students.

### **Application**

This policy applies to all users of Nichols computing and information technology resources, including faculty, staff, students, alumni, guests, external individuals or organizations and individuals accessing external network services, such as the Internet via college facilities. The Chief Information Officer will determine operational policies, networking standards and procedures to implement the principles outlined in this policy. The Information Technology department (IT) has the right to protect shared information technology resources.

### **Ownership**

Nichols College assumes and reserves ownership of all data, files, messages, and programs stored in its computer systems and cloud-based services. Users cannot claim ownership of any data stored in Nichols College computer systems. Users can, however, expect exclusive use of all e-mail messages stored in their user accounts. Cooperation with any system administrator requests regarding user computing activities is expected. Only under certain unusual circumstances involving issues of system integrity, sexual harassment, or suspicion of illegal use of computer resources, and at the direction of the President of the College, Chief Information Officer, Director of Human Resources, or Dean of Students, will the system administrator access email stored in user accounts.

In the event that any user is separated from the college, for any reason, and their access to technology resources is terminated, the college bears no responsibility to provide the user with copies of any personal data, files, messages, or programs from college resources. The only exception to this policy is for those employees that would like to retrieve academic materials developed and used in support of their teaching and academic leadership responsibilities. In this case, the employee's manager, or their designee, would be responsible for reviewing all files/messages in the applicable folder(s) to ensure that there is no confidential information in the files/messages being copied for the employee.

### **Copying Copyrighted Materials (software, music, videos)**

Respect for the intellectual work and property of others has traditionally been essential to the mission of academic institutions. As members of the academic community, Nichols College values the free exchange of ideas. Just as Nichols College does not tolerate plagiarism, it does not condone the unauthorized copying of any copyrighted materials. The copying of these types of materials without the permission of its owner is illegal and a criminal offense.

## **Storage/Copying of Confidential Information**

Nichols maintains systems that store a significant amount of confidential information on faculty, staff, students, donors, prospects, vendors, etc. Access to this information is restricted based on a need to know. Under no circumstances is any of this information to be copied or exported off the server and stored on a laptop/portable computer, tablet, home computer, cloud-based storage, smart phone, or removable storage media, including, but not limited to, CD/DVD, USB key/thumb drive, or IPOD/MP3 players.

It should also be understood that e-mail messages, which have file attachments containing confidential information, run the same risk of exposure as files on removable storage media, laptops, tablets, or smart phones. Therefore confidential information must not be attached to any e-mail messages.

## **Use of College-Assigned Usernames and Passwords**

Nichols College assigns usernames and passwords to individuals to provide users with access to specific information and system resources, based on the needs of their job function. Under no circumstances are users to share usernames and passwords with anyone else, unless requested to do so by a system administrator for the purpose of troubleshooting a system issue. Sharing of this information will be construed as circumventing the college's security practices and procedures, and will expose that user to risk of disciplinary action. Any need for system access to data or resources must be processed as a request through the appropriate channels, so that appropriate authorizations can be obtained and documented.

## **Right to Monitor and Access**

The campus computer systems linked together on a common fiber-optic network are owned by Nichols College, or, in some cases, are privately owned as personal computers brought to campus by faculty, staff, or students. Regardless of ownership, every computer attached to the campus network for any reason (e.g., Internet connectivity, e-mail accessibility, etc.) is subject to monitoring by the IT staff.

Devices and information stored on the Nichols College network are not private. Thus, any information users input or transmit on the Nichols College network can and may be reviewed by the college without prior notice to them, even if that information is protected by an individual password. Nichols College explicitly reserves the right to access, monitor, review, copy or delete any information stored or transmitted on any device on the college network at any time as the college deems appropriate. This may include random, unannounced audits to ensure that the college's information systems are being used in accordance with this policy.

## **Uses**

In general, the Nichols academic community shall use college information technology resources (which include privately-owned computers connected to the college network) in connection with the college's core teaching, research, and service missions. Uses that do not significantly consume

resources or interfere with other users also are acceptable, but may be restricted by IT. Under no circumstances shall members of the college community or others use college information technology resources in ways that are illegal, that threaten the College's tax-exempt or other status, or that interfere with reasonable use by other members of the college community. Any use of college information technology resources, including network infrastructure, for commercial purposes is prohibited.

### **Sanctions for Violations**

Failure to comply with the appropriate use of computing and information technology resources threatens the atmosphere for the sharing of information, the free exchange of ideas and the secure environment for creating and maintaining information properly, and subjects one to disciplinary action. Any member of the Nichols community found using computing and information technology resources in violation of this policy is subject to existing disciplinary procedures including, without limitation, suspension of system privileges, expulsion from school, termination of employment and/or legal action as may be appropriate. Nichols College also reserves the right to confiscate any privately-owned equipment that is used in the violation of this Acceptable Use Policy.

### **Review of the Policy**

This policy may be assessed from time to time to reflect substantive change as a result of changes to the Nichols information technology resources and/or changes in legal statutes that impact information technology resources, copyright, or other intellectual property issues. The Chief Information Officer is responsible for determining when the policy needs to be reviewed and the process for review and revision.

(This policy was adapted from a policy created by Case Western Reserve University.)

### **File Sharing and Copyright Policy**

All members of the Nichols College community are expected to comply with Title 17 of the United States Code also known as the "Copyright Act of 1976" and the Digital Millennium Copyright Act (1998) in their use of the College's Internet connection. All users of Nichols College network resources are also expected to abide by the rules in the Higher Education Opportunity Act of 2008 with regard to peer-to-peer file sharing. [www.campusdownloading.com](http://www.campusdownloading.com) is an example of a site that helps ensure legal downloads of protected materials.

#### Allowable

- Make a backup copy of a CD, or a DVD, or software purchased for personal use
- Copy purchased music or movies to purchaser's own computer
- Copy purchased music or movies to purchaser's own PDA, iPod, or MP3 music device
- Make a CD for personal use of music purchased for personal use from appropriate sites on the Internet

## Not Allowable

- Share, for others to download, music, or movies, or software via a network (including the Internet)
- Make copies of a CD, or a DVD, or software borrowed from a friend or to give to a friend
- Distribute for personal gain music purchased or downloaded
- Download music, or movies, or software without purchasing them (unless they are legally “free”)

## Consequences of Violations

Violations of copyright law can have serious consequences in the area of:

- **Civil Liability:** Persons found to have infringed may be held liable for substantial damages and attorneys’ fees. The law entitles a plaintiff to seek statutory damages up to \$150,000 for each act of willful infringement.
- **Criminal Liability:** Copyright infringement also carries criminal penalties under the No Electronic Theft Act. Depending on the number and value of the products exchanged, penalties for a first offense may be as high as ten years in prison.
- **College Sanctions:** Students are responsible for their compliance with copyright law. The College cannot take responsibility for student compliance, and cannot defend students against a claim by a copyright owner. Upon receipt of a complaint about a student’s behavior, College officials are required to take action. This action could range from terminating a student’s Internet connection and/or providing the student’s name to the copyright owner, to suspension or expulsion from the College, depending on the severity of the infringement.

(This policy was adapted with permission from Bates, Goucher and Lynchburg Colleges.)

## Use of Nichols-Assigned Student Email Accounts for College Notices

Each student is assigned a Nichols College email account/address. This address is the one the College will use to send important correspondence. Some examples of college correspondence include weather-related college closures, registration updates, responses to support requests sent to the Information Technology Help Desk, and class-related messages from faculty. Students are expected to check their Nichols email accounts regularly. Communication to faculty or staff must be via students’ Nichols email accounts as well. For security reasons, the faculty and staff will only provide confidential information about student status at the College through students’ Nichols email address.

# Academic Regulations

## Student Freedoms, Rights and Responsibilities

## Student Freedoms, Rights and Responsibilities

### Student Freedoms

In full agreement with and following the “Joint Statement of Rights and Freedoms of Students” (American Association of University Professors), Nichols College upholds its students’ freedoms: to learn, to associate, to inquire, and to express.

**Freedom to Learn** At Nichols College, students are free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for maintaining the standards of academic performance established for each of their courses.

**Freedom to Associate** Students bring to Nichols College a variety of interests previously acquired, then develop new ones as members of the academic community. At Nichols, they are free to organize and join associations to promote the interests they have in common with others.

**Freedom to Inquire** Students and student organizations at Nichols College are free to examine and discuss all questions of interest to them.

**Freedom to Express** At Nichols College, students and student organizations are free to express opinions publicly and privately.

## Student Rights and Responsibilities

### The Family Educational Rights and Privacy Act (FERPA)

FERPA affords students certain rights with respect to their education records. These rights are:

1. The right to inspect and review the student’s education records within 45 days of the day the College receives a request for access. If a student wants to review his or her record, the student should contact the College office that maintains the record to make appropriate arrangements.
2. The right to request the amendment of the student’s education records that the student believes is inaccurate or misleading. Students may ask the College to amend a record that they believe is inaccurate or misleading. They should write the College official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding hearing procedures will be

provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is defined as a person employed by the College in an administrative, supervisory, academic, or support staff position (including law enforcement unit and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; a student serving on an official committee, such as a disciplinary or grievance committee; or a person assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the College discloses education records without consent to officials of another school in which a student seeks to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605

**Directory Information** Nichols College designates the following items as Directory Information: student name; address; telephone number; email address; date and place of birth; major field of study; participation in officially recognized activities and sports; weight and height of members of athletic teams; dates of attendance; degrees, honors and awards received; most recent previous school attended; and photograph, plus the parents' name and address. The College may disclose any of these items without prior written consent, unless notified in writing to the contrary by the second week after the start of a term.

**Fees for Copies of Records** The fee for copies is \$2.00 per page.

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## Academic Policies

### Absences

**Course Assignments and Outcomes** Student absences do not reduce or eliminate course requirements or outcomes.

**Documentation** Absences may only be excused by a student's individual faculty member who reserves the right – as appropriate – to require timely, written verification of the basis for the student's absence from class in a form acceptable to the faculty member.

Nichols College Health Services does not provide documentation for excused absences unless the student is required to leave campus or is quarantined to his/her room.

This policy is consistent with our goal of supporting dialogue between faculty and students. Students are responsible for promptly notifying faculty about absences. These are conversations students will have in the future with supervisors in the workplace, and these conversations will serve as an introduction to appropriate workplace behavior.

**Excused Absences** Those absences from class specifically approved by the faculty member upon receipt of required absences documentation.

**Extended Absences** Extended absences are excused absences that are projected to result, or in fact result, in cumulative or consecutive student absences of three weeks or longer during a semester. For example, extended absences can include, but are not limited to, health or injuries, court appearances, or death of an immediate family member.

**Extended Absences and Course Outcomes** Students who require an extended absence must complete a Request for Special Academic Adjustments Form and submit it along with supporting documents to the Assistant Dean for Learning Services.

Once the formal request has been received by the Assistant Dean, he/she will assemble an ad hoc review committee consisting of an Associate Dean of Academic Affairs, a faculty member/advisor, and other departmental administrators as needed.

The ad hoc committee will review the information submitted by the student and make a determination whether there is any form of reasonable academic adjustment or accommodation that may be offered that will allow the student to complete course requirements despite an extended absence during the semester. If adjustment or accommodation is deemed potentially available by the ad hoc committee, the Assistant Dean or appropriate designee will work with the student and student's faculty to attempt to reach mutual agreement on such an adjustment or accommodation.

Students should review the Nichols College Policy Relative to Absences as well as consult with the Student Financial Services office regarding Financial Aid eligibility.

**Faculty Recommendations Relative to Course Outcomes** Faculty shall determine, as an exercise of their individual discretion, whether excused student absences have materially impeded student progress or outcomes. If such a determination is made, faculty reserve the right to recommend that the student consider withdrawal from the course by the College's course withdrawal date, established each semester on or before the end of ten full weeks of classes. The decision to withdraw from the course is, however, ultimately left to the student.

**Financial Implications of Withdrawal from the College**

**Financial Aid Eligibility** – Students who cannot successfully meet academic outcomes in any given semester of attempted credits and choose to withdraw from the College are required to meet with the Office of Financial Assistance to discuss College and Federal Government Financial Aid requirements.

**Tuition & Refunds** – Tuition, fees and room & board refunds for students who cannot successfully meet academic outcomes in any given semester of attempted credits and choose to withdraw are made in accordance with the College’s standard refund schedule in the College Catalog. There are no additional refunds for withdrawals due to absences.

**Students are required to meet with both the Office of Student Accounts and the Office of Financial Assistance to discuss financial implications of withdrawal from the College.**

**Grade of Incomplete** Assuming the faculty member determines as an exercise of his/her individual discretion that a student returning from an excused absence (i) has already completed at least 60% of the current semester’s coursework, and (ii) projects to be able to successfully complete all course requirements if provided limited additional time, a faculty member may assign a grade of Incomplete to allow a student up to seven (7) weeks of additional time to complete course requirements. Students are required to engage their professor and establish with the professor a mutually agreeable written plan for submitting all required coursework.

**Make-up work** Students are responsible for communicating directly with faculty members about missed work from excused absences. Direct conversations between student and faculty member clarify how the student can fulfill his/her academic responsibilities and continue his/her academic efforts while working around an illness/injury/other challenge.

**Withdrawal from a Course** Withdrawal from (or failure) of a specific course for any reason, does not entitle a student to a refund for that course.

**Withdrawal from a course may impact a student’s Financial Aid eligibility. It is strongly recommended that students meet with the Office of Financial Assistance prior to withdrawing from any course to discuss Financial Aid implications, if any.**

**Withdrawal from the College** In cases where course outcomes cannot be met because of excused absences, Nichols College also allows for students to officially withdraw from the College altogether, as opposed to withdrawing from a specific course. Tuition, fees and room & board refunds will be calculated on the College’s standard refund schedule found in the College Catalog. There are no additional refunds for withdrawal from the College due to excused absences.

## Appeal Procedure for Contesting a Grade

The appeal procedure may not be used to challenge a grade that results from a faculty member exercising usual and customary professional judgment in the evaluation of student work. No grade may be appealed after six months from the issuance of the grade.

1. A student who believes an error has been made in his/her grade in any class should attempt to

resolve the issue informally with the instructor.

2. In the event that an informal resolution does not occur, the student should promptly (within two weeks of speaking with the instructor) submit the grievance in writing, with supporting evidence, to the instructor's Associate Dean and request a meeting with that person. The Associate Dean should then arrange a meeting with the student within two weeks, review the grievance and supporting evidence, meet with the instructor, and resolve the problem, providing the student with written notification.

3. If the student remains dissatisfied with the Associate Dean's decision, within two weeks of receiving written notification from the Associate Dean, the student may submit a written appeal to the Academic Dean to request a meeting. Following this meeting, the Academic Dean would make a binding decision, thereby concluding the matter.

## Attendance

Statistics indicate that attendance is a top predictor of student success.

Faculty members record attendance electronically, daily, or minimally, weekly. Recorded absences generate courtesy Absence Alerts by direct email to students, to advisors and to coaches the following day. Students, advisors and coaches follow-up on email alerts as needed to encourage the highest level of student engagement possible.

Attendance may or may not be built into the grade structure of the course. All faculty course attendance policies are published as part of their course syllabi. Students should make sure they understand their professors' attendance policies, which vary. For example, absences usually do not excuse course assignments or due dates without prior communication with the professor.

Students should go to class regularly. When unable to attend class they should communicate directly with their professors. Students are responsible for promptly notifying faculty about absences. These are conversations students will have in the future with supervisors in the workplace, and these conversations will serve as an introduction to appropriate workplace behavior. This policy is consistent with our goal of supporting dialogue between faculty and students.

## Class Standing By Credit Hour

Completed credit hours:

Senior	87+
Junior	57-86
Sophomore	27-56
Freshman	0-26

# Continued Enrollment/Academic Suspension

**Suspension Warning** Students whose cumulative grade point average (GPA) falls below the minimums established below will be placed on Academic Suspension Warning (ASW), and will be enrolled in the College Success program.

<b>Credit-Hours Attempted</b> (not including W courses)	<b>Cumulative GPA</b>
1-31	1.5
32-45	1.75
46 or more	2.0

**Academic Suspension** Failure to meet the minimum required cumulative grade point average by the end of the next nine or more credit hours will result in Academic Suspension. Additionally, if any student receives less than a 1.0 GPA in any one semester in which he or she was enrolled for nine or more credits, the student will be placed on Academic Suspension. These suspended students with extenuating circumstances may appeal the suspension to the Academic Review Committee by a letter to the Registrar. Committee meetings are held in January and June. The appeal letter is due in the Registrar's Office prior to the meeting.

If there is no appeal or an appeal is not successful, suspended students wishing to re-enter the College at a later time must submit a letter of intent to the Registrar for consideration by the Academic Review Committee. The letter must be submitted after five months have elapsed and at least three weeks before the student would like to enroll.

As an indicator of academic promise, a student may take a maximum of seven credit-hours during the period of Academic Suspension.

If the suspension appeal is successful, the student will be eligible to return to Nichols College on Academic Probation\*. There are two categories of Academic Probation:

- 1) **Standard Academic Probation:** This category of probation is for students who were on Academic Suspension Warning but did not meet the minimum required cumulative GPA after one semester, and for transfer students\*\* who did not achieve the required minimum 1.75 GPA before their second semester at Nichols.
- 2) **Restart Program:** This category of probation is for students who received less than a 1.0 GPA in any one semester in which he or she was enrolled for nine or more credits. As part of the Restart Program, an Action Plan will be created with the student which will include weekly meetings with an assigned Success Coach.

All readmitted students are required to have an approved Action Plan on file. Readmission to the College does not guarantee eligibility for Financial Aid.

**\*Academic Probation** A student permitted to re-enroll falls into the category called Academic Probation.

No student on Academic Probation may hold office in any College organization, participate in any intercollegiate event or program, including athletics, or otherwise represent the College publicly. A student on Academic Probation is expected to attend all classes. Students on Academic Probation are not excluded from membership in student organizations or from intramural athletics. Participation in intercollegiate athletics is subject to the regulations of the National Collegiate Athletic Association and other athletic associations in which the College holds membership.

In cases where a student's overall GPA is 2.0 or above, Academic Probation does not prohibit participation in co-curricular activities, as previously described.

Students who are on Academic Probation and are suspended again are not eligible for readmission or appeal until a period of at least five months has elapsed; the exception to this rule is for the student who has earned a GPA of 2.0 or higher during their most recent semester (fall or spring).

**\*\*Transfer Students** Transfer students, before their second semester at Nichols College, must achieve a GPA of 1.75. Students who have not met this requirement before their second semester at Nichols will be placed on Academic Probation. Thereafter, they must follow the previously stated GPA guidelines.

**Readmission After Long-Term Suspension** Students who were suspended for academic reasons and who have been separated from Nichols College for a period of five years or longer may appeal for readmission on a full-time or part-time basis by submitting a letter to the Registrar. Normally, such students will not be required to go before the Academic Review Committee. Their standing and academic program status will be evaluated and determined after readmission.

## Course Load

The normal course load for full-time day students is 14-17 credit-hours. No first-year student may exceed that limit. Sophomores with a GPA of 3.0 or above, juniors with a 2.7, and seniors with a 2.4 may take up to 19 credit-hours. Under special circumstances, seniors with GPAs under 2.4 may be permitted to take up to 19 credit-hours with special permission from the Academic Advisor and Academic Dean/Associate Dean. Students who want to take more than 19 credit-hours are required to seek approval by Petition. Tuition includes up to 19 credit-hours per term.

## Course Repeat

A student may elect to repeat any course with one exception: the course is part of a sequence of courses and the more advanced course has already been completed. Upon completion of a repeated course, the student's transcript will indicate that a course has been retaken. The most recent grade earned will become the official grade for the course. It will replace the former grade as a factor in the GPA. The student's cumulative grade point average will reflect this performance. This policy does not apply to the WF grade.

## Grade Point Average (GPA)

The point value for each grade received is multiplied by the number of credit-hours for that course. A total of the grade points for the semester's courses is then divided by the overall credit-hours attempted to determine the semester grade point average (GPA). A perfect average would be 4.0 (A).

The semester grade point average includes only grades received in a given semester. The cumulative grade point average is a measure of the student's total coursework attempted at Nichols College. To figure the cumulative grade point average, the total number of grade points (the sum of all course grades multiplied by their grade point values) is divided by the total number of credit-hours attempted. Credits assigned W grades are not counted in the total of attempted credit-hours for the GPA or CGPA. Exception: Financial Aid calculations count credits associated with W grades as attempted credit-hours.

Grades of AU and W have no effect on GPA. A grade of P is counted toward hours earned but does not have a quality point value. Grades WF and F are included in hours attempted but represent no earned hours and 0.0 grade points.

## Grade Reports

Grade reports are available to all students online at the end of each semester and also at mid-semester to first-year students. Deficiency (below C-) grade reports are also available online to all students at mid-semester.

## Grading System

Letter grades are awarded in all courses as follows:

Grade	Grade Points per Credit-Hour		
A	(93 – 100%)	4.0	Excellent
A-	(90 – 92.99%)	3.7	
B+	(87 – 89.99%)	3.3	
B	(83 – 86.99%)	3.0	Above Average
B-	(80 – 82.99%)	2.7	
C+	(77 – 79.99%)	2.3	
C	(73 – 76.99%)	2.0	Average
C-	(70 – 72.99%)	1.7	

D+	(67 – 69.99%)	1.3	
D	(63 – 66.99%)	1.0	Below Average
D-	(60 – 62.99%)	0.7	
F	(59.99% and below)	0.0	Failure
AU Add/Drop	Only with the permission of the Registrar during		
W	Withdrawn within first 10 weeks of a semester		
WF	Grade is awarded in instances of academic dishonesty		
I	Indicates coursework not completed. Incomplete (I) grades must be removed within seven weeks of being issued or the Registrar will change the grade to F		
P courses)	Pass (courses on pass/fail basis; see Registrar for regulations governing pass/fail		

## Honors

**Dean’s List:** The Dean’s List gives recognition to those students who achieve high grades during a single semester. In order to be included on the Dean’s List, a student must have a minimum average of 3.2 for at least 12 undergraduate credit-hours and must have received no grades below C+ during the semester. Students on the Dean’s List whose semester average is 3.6 or higher will receive Dean’s High Honors.

**Commencement Honors:** High scholastic achievement during the entire College career is recognized at Commencement. Outstanding scholars are awarded degrees with three levels of distinction. In order to be eligible for Commencement Honors, a student must have earned at least 60 credits at Nichols College and must have achieved the following cumulative averages:

Honors	Required Average
Cum Laude	3.2–3.59
Magna Cum Laude	3.6–3.79
Summa Cum Laude	3.8–4.0

In order to be recognized as valedictorian or salutatorian, a student must have earned at least 90 credits at Nichols College.

In order for a student to participate in the graduation ceremony in May, he/she must not have more

than 7 credit-hours to complete.

Nichols Honors Scholar Commencement Recognition: At graduation, students who have successfully completed the Honors Scholar Program, (see ACADEMIC PROGRAMS, Nichols Honors Scholar Program), with the required 3.4 GPA will be recognized. Their diploma and official College academic transcript will reflect the designation Nichols Honors Scholar.

## Limitations of Applicability

A student in continuous attendance must complete the graduation requirements listed in the Catalog in effect at the time of initial registration. In the event a student does not remain in continuous attendance at Nichols, the requirements for graduation become those in effect at the time of re-entry into the program.

## Registration

Students are encouraged to register for classes online during designated periods each semester.

## Requirements for Degrees

An appropriate degree is awarded to each student who fulfills the following requirements:

1. Completion of all admission requirements.
2. Successful completion of one of the programs of study in the catalog in effect at the time of the student's matriculation. For full-time students, the program must be completed within 10 semesters, not necessarily consecutive. Part-time bachelor's degree candidates shall complete all degree requirements within 10 calendar years.
3. Achievement of a cumulative grade point average of 2.0.
4. Achievement of a grade point average of 2.0 in the concentration or the major area of study.
5. If a student has completed all course requirements for graduation but does not meet the 2.0 overall CGPA and/or the 2.0 GPA in the major or concentration requirements, the student may take a maximum of 3 courses in an attempt to meet the GPA graduation requirement.
6. Satisfactory completion of the Cultural Enrichment Program attendance requirement. This requirement pertains to current and former full-time day students who wish to obtain a Bachelor's degree.\*
7. Satisfactory completion of two W-designated (Writing Intensive courses).\*\*
8. All students (including transfer students) must take at least 30 credit-hours – immediately preceding graduation – at Nichols College and complete all degree requirements. 30 of the final 36 credit-hours must be taken at Nichols College.

**\*The Cultural Enrichment Program** The Cultural Enrichment Program is an administrative degree requirement for participation in the offerings of the Robert C. Fischer Institute for Policy and Culture. The purpose of this program is to expose the student to a rich variety of shared experiences outside of the classroom during each academic year.

The Fischer Institute offers or sponsors 20 to 30 events during an academic semester, affording students a wide range of personal choice to satisfy the attendance requirement. Students are required to attend 16 cultural programs over their four years at the College. This requirement is prorated for transfer students. Events are listed on each semester's Institute calendar, distributed to all students electronically, and posted on the College website. Events are open to the public, unless otherwise noted.

**\*\*Writing-Intensive Courses** Students are required to complete at least two writing-intensive "W" courses prior to graduation. "W" courses are upper-level offerings designed to give students additional writing practice in various academic disciplines. Normally, students are expected to take one "W" course in their concentration or major, and another outside the concentration/major. Transfer students should consult Academic Advisors about the "W" course requirement and the selection of "W" courses. The schedule of classes, published by the Registrar, indicates the "W" courses being offered during a given semester.

## Transcripts

Transcripts are furnished upon written request to the Registrar's Office. Each transcript costs \$10.00.

## Transfer Courses

Students enrolled at Nichols must receive written approval from the Registrar before registering for a course(s) for credit to be taken at another institution for transfer back to Nichols. Transfer credit is awarded only for grades of C or better.

## Unit of Credit

Nichols College, a NEASC accredited institution, recognizes the "Carnegie Unit" as the measure of a traditional semester credit hour and as the primary measure of degree attainment that may be awarded on the basis of a combination of both formal and informal activities and learning experiences. The Nichols College definition of credit hour follows the definition of credit hour established by the United States Department of Education and is consistent with the New England Association of Schools and Colleges (NEASC) guidelines.

United States Department of Education Definition of the Credit Hour:

For purposes of the application of this policy and in accord with federal regulations, a credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates:

1. Not less than one hour of classroom or direct faculty instruction and a minimum of two hours out of class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time,

or

2. At least an equivalent amount of work as required outlined in item 1 above for other academic activities as established by the institution including laboratory work, internships, practicums, studio work, and other academic work leading to the award of credit hours.

## Policy Guideline:

Courses offered at Nichols College for full time day students and/or graduate and professional studies students may be delivered in a traditional 15 week semester, in 7 week accelerated modified HyFlex and/or in online formats. Regardless of learning modality, courses deliver equivalent learning experiences. The following factors would be fair indicators of equivalency.

- **Learning outcomes** for the same course in varying formats should be stated identically. The statement should be sufficiently abstract that multiple and varied learning activities and assessments would serve to demonstrate accomplishment of the outcomes.
- **Equal numbers of instructional hours across formats for a course**, activities delivered in class and online outside the physical classroom.

Direct faculty instruction time includes but is not limited to classroom instruction, e-learning, laboratory work, field work and internships. Additional academic activities include, but are not limited to, readings, reflections, essays, reports and group or teamwork.

Each of these basic measures for undergraduate, accelerated and graduate programming may be adjusted to reflect modified academic calendars, delivery modalities, and formats of study. It is expected that for every hour of instruction time students will have at least an additional 2 hours of outside classroom work.

## Table of Direct Faculty Instruction Time

Credit hour	Total “clock hour time” of instruction	Direct faculty instruction time per week in a 7-week session	Direct faculty instruction time per week in a 15-week semester
1	15 hours	1 hour, 47 minutes	50- 60 minutes =

			1 clock hour
2	30 hours	3 hours, 34 minutes	1 hour, 40 minutes
3	45 hours	5 hours, 21 minutes	2 hours, 30 minutes

## Withdrawal from a Course

Students are permitted to withdraw from a course during the first 10 weeks of a semester with a grade of W. The W grade has no impact on a student's GPA. Students exercising the W grade option should consult with their academic advisor and should bear in mind that full-time students may not carry fewer than 12 credits. The W grade option allows flexibility up to the 10th week but not after. W grades accrue to credits attempted for financial aid; therefore, financial aid may be impacted.

## Withdrawal from the College

Students who withdraw from the College prior to the completion of a semester must do so by the last day of classes for that semester. Students must meet with a member of the Student Financial Services office to complete a withdrawal during the semester. A "W" will appear on the student's transcript for any class that was not completed. Students who plan to withdraw from the College after a semester has ended may file a withdrawal to be effective at the end of the semester. The withdrawal between semesters must be completed prior to the beginning of the next semester in order to avoid incurring additional financial obligations.

Full-time day students who elect to leave Nichols College for reasons other than graduation must officially withdraw from the institution. Please see the full policy, *Withdrawal Procedures and Policies*, under STUDENT FINANCES, FINANCIAL REGULATIONS.

## Use of Correct English

Any student whose written or spoken English in any course is unsatisfactory may be reported by the instructor to the Provost who may assign supplementary work, without academic credit, varying in amount with the needs of the student. If the work prescribed is equivalent to a course, the regular tuition fee is charged. The granting of a degree may be delayed for failure to make up such deficiency in English to the satisfaction of the Provost.

## NICHOLS COLLEGE ACADEMIC HONESTY POLICY

Enrollment in an academic course at Nichols College obligates the student to follow the College's Academic Honesty Policy, the violation of which can lead to serious disciplinary action. The policy may be stated simply as follows:

The College expects all academic work submitted by a student (papers, exams, projects, computer programs, etc.) to be the student's own. Plagiarism (as defined below), cheating during examinations, and assisting others in the acts of plagiarism or cheating, are expressly prohibited by

the policy. In sum, a student's academic performance must be an honest representation of the student's ability.

As a condition for continuing enrollment, all students at Nichols College are required to sign the following statement:

I understand and hereby subscribe to the Nichols College Academic Honesty Policy, as stated and explained above, as a condition for my continuing enrollment at the College.

## Academic Dishonesty Defined

1. **Plagiarism** is the un-credited use of words or ideas which are the result of other persons' creative efforts. Examples include the following:
  - a. Copying of other persons' work during examinations, with or without their permission;
  - b. Duplication of other persons' homework, themes, essays, reports, research papers, computer code, spreadsheets, graphics, etc. with or without their permission;
  - c. Use of specific passages or detailed use of specific ideas as set forth in books, journals, magazines, etc. without proper citation;
  - d. Use of materials provided by term paper services.
2. **Complicity in plagiarism** is condoning copying of one's own work, including homework, themes, essays, reports, research papers, computer code, spreadsheet, graphics, etc. (Note: Selling or assisting in the sale of such work may violate Massachusetts General Law Part IV, Title I, Chapter 271, Section 50.)
3. **Use of notes, mobile devices, "crib sheets," or other outside help during examinations** unless the instructor specifically authorizes use of such materials or an "open book" examination format. (Note: Taking an exam for another person is a violation of Massachusetts General Law Part IV, Title I, Chapter 271, Section 50.)

## Levels of Severity

See Levels of Severity Chart on page 43.

## Penalties

Penalties for violating the Academic Honesty Policy may be imposed regardless whether a student knowingly or intentionally committed academic dishonesty. Resources are available to assist students with proper citation and use of sources. Pleading ignorance does not excuse or justify a violation of the Academic Honesty Policy. In addition, prior incidents in other courses may be taken into consideration when determining penalties.

## Minor and Significant Violation Penalties

A faculty member will exercise his or her own judgment in determining whether a minor violation warrants a conversation with the student or warrants formal sanctions. The faculty member may permit the student to resubmit the assignment, with or without a grade penalty. In cases of minor violations, faculty are encouraged, but not required, to forward a record of minor violations that are resolved informally to the Office for Academic Affairs for record keeping. For minor violations that are resolved informally, faculty should keep a copy of the Academic Honesty Violation Report for their own records. For formal sanctions of minor violations and for all significant violations, faculty shall submit an Academic Honesty Violation Report to the Office for Academic Affairs and keep a copy for their own records.

**Penalties for Minor Violations** The following penalties are imposed for minor violations that warrant formal action as determined by the faculty member.

### **First minor violation**

The student receives a failing grade on the assignment. The faculty member submits an Academic Honesty Violation Report to the Office for Academic Affairs.

### **Second minor violation**

The student receives a failing grade in the course. The faculty member submits an Academic Honesty Violation Report to the Office for Academic Affairs.

### **Third minor violation**

The student is recommended for suspension from the college. The Academic Dean will convene an ad hoc committee of at least three (3) faculty members to determine the appropriate course of action.

**Penalties for Significant Violations** The following penalties are imposed for significant violations of the Academic Honesty Policy.

### **First significant violation**

The student receives a failing grade in the course. The faculty member submits an Academic Honesty Violation Report to the Office for Academic Affairs.

### **Second significant violation**

The student is recommended for suspension from the College. The Academic Dean will convene an ad hoc committee of at least three (3) faculty members to determine the appropriate course of action.

### **Third significant violation**

The student is recommended for expulsion from the College. The Academic Dean will convene an ad hoc committee of at least three (3) faculty members to determine the appropriate course of action.

## Delay in Detection

If instances of plagiarism or academic dishonesty are discovered after course credit is earned or a degree is awarded, the College may impose penalties retroactively. Possible actions include changing the course grade, withholding a degree, or rescinding a degree. In such cases, the Academic Dean will convene an ad hoc committee of at least three (3) faculty members to determine the appropriate course of action.

## Faculty Reporting Process

A faculty member has the responsibility both to determine that an Academic Honesty Policy violation has occurred in his or her course and to impose the appropriate penalty for this violation. The faculty member should follow this process to document and report the incident:

1. Compile the documentation indicating that academic dishonesty has occurred.
2. Discuss the incident with the student.
3. After the discussion, determine the consequences of the violation and notify the student.
4. Document the incident.
  - Complete the Academic Honesty Violation Report
  - Submit a copy of the report to the Office for Academic Affairs, if warranted (see Penalties)
  - Keep a copy of the report and all supporting documentation for faculty member's own records

If the Office for Academic Affairs' records indicate that this is not the student's first offense, the Academic Dean will take action in accordance with the previously stated guidelines.

## Student Right to Appeal

**Minor Violation Penalty Appeal Procedure** A student may appeal a minor violation penalty if the student believes that he or she is unjustly accused or that the penalty is inappropriate. The student must submit a written appeal, with supporting evidence, to the faculty member's Associate Dean for Business or Associate Dean for Liberal Arts (day courses) or Director (evening and online courses) within seven (7) business days of being notified of these accusations and/or sanctions and request a meeting with this Associate Dean/Director. Following this meeting, the Associate Dean/Director would make a binding decision within seven (7) business days, thereby concluding the matter.

**Significant Violation Penalty Appeal Procedure** A student may appeal a significant violation penalty if the student believes that he or she is unjustly accused or that the penalty is inappropriate. The student must submit a written appeal, with supporting evidence, to the Associate Dean for Business or Associate Dean for Liberal Arts (day courses) or Executive Director for Graduate & Professional Studies (evening and online courses) within seven (7) business days of being notified of these accusations and/or sanctions. The Provost/Executive Director will convene an ad hoc committee composed of at least three (3) faculty members and the Provost/Executive Director (ex officio and nonvoting). After a hearing, the committee will issue a final and binding decision within two (2) business days.

### Levels of Severity\* Chart

Multiple minor violations in a single course or across multiple courses are considered a significant violation and should be dealt with as outlined below.

#### **Minor Violation**

#### **Significant Violation**

- |  |  |
|--|--|
| <ol style="list-style-type: none"> <li>1. Using verbatim phrases or sentences without proper citation or paragraphs of text without proper citation. insufficient citation of other individuals' concepts and/or ideas.</li> <li>2. Replacing certain words or reordering phrases instead of all of a paper, article, or other document. of paraphrasing.</li> <li>3. Reordering or combining individual sentences verbatim part of another student's work, with or without to create a new paragraph. knowledge or permission.</li> </ol> | <ol style="list-style-type: none"> <li>1. Using verbatim</li> <li>2. Copying most</li> <li>3. Using all or that person's</li> </ol>  |
| <p>to be copied by another student, in whole or</p> <p>Selling or assisting in the sale of such work may</p> <p>Massachusetts General Law Part IV, Title I, Chapter 271,</p> <p>found online.</p> <p>spreadsheet, or other content from any</p>  | <ol style="list-style-type: none"> <li>4. Allowing your work in part. (Note: violate Section 50.)</li> <li>5. Submitting a paper</li> <li>6. Purchasing a paper, source. (Note:</li> </ol> |

Selling or assisting in the sale of such work may

Massachusetts General Law Part IV, Title I, Chapter 271,

mobile devices, “crib sheets”, or other outside  
examinations.

violations in a single course or across multiple  
considered a significant violation.

\*Unless an instructor specifies otherwise, these guidelines apply to all courses.

violate

Section 50.)

7. Use of notes,  
help during

8. Multiple minor  
courses are

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## Academic Programs

### Degree Programs

### Bachelor of Science in Business Administration

with concentrations in:

- Accounting
- Criminal Justice Management
- Economics
- Finance
- Hospitality Management
- Human Resource Management
- Integrated Marketing Communication
- International Business
- Management
- Sport Management

Students seeking a broader business perspective may select a program in General Business.

BSBA degree program information follows under Programs in Business Administration.

### Bachelor of Arts

with majors in:

- Communication
- Criminal Justice
- Economics
- English
- History
- Mathematics
- Psychology

BA degree program information follows under Programs in Liberal Studies.

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## Programs in Business Administration (BSBA)

A Business Administration degree at Nichols focuses on developing a student's knowledge, leadership and professional skills through experiential learning. Our faculty possesses expertise developed in their fields and brings that to the classroom to offer a broad view of business. A focus on the development of leadership and communication skills is emphasized across the curriculum as we develop tomorrow's leaders to succeed in their chosen field.

Our BSBA core consists of 30 credit hours. These courses cover the core principles of business, including, accounting, computer information systems, finance, and management and marketing. Students also complete 18-30 credit hours in their chosen concentration; see the list of concentrations on the left side of this page. BSBA students complete a total of 120 credit hours.

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### BSBA - Accounting

The Accounting program focuses on the principles, practices, methods and techniques of accounting as they apply to a multitude of organizational environments. As such, students are prepared for rewarding accounting careers across the entire spectrum of the profession.

The program concentrates on a broad scope of topics that deal with financial and management accounting, auditing techniques, and federal taxation.

A variety of professional opportunities in public, private, and non-profit accounting exist for graduates of the Nichols accounting program. For students wishing to take the CPA examination and enter public accounting, the opportunity is available. Others may choose to go directly into industry. The accounting concentration provides the formal training necessary to achieve professional status depending on the student's goals.

# General Education Courses

## Communication

College Writing: 1 course to be selected from ENGL 105 or ENGL 212 (Analytical Writing - Honors only course)

COMM 152 Effective Speaking

Critical Writing, Reading & Research: 1 course to be selected from CRIT 201, ENGL 213, ENGL 214, or other courses upon approval

Advanced Writing: 1 course to be selected from ENGL 320, ENGL 321, ENGL 342, ENGL 345, or ENGL 346

## Leadership and Professional Development

ITM 123 Digital Applications (1 credit)

LEAD 101 Learning to Lead

SEM 139 First-Year Professional Development Seminar (1 credit)

SEM 239 Sophomore Professional Development Seminar (1 credit)

SEM 339 Junior Professional Development Seminar  
(1 credit)

SEM 439 Senior Professional Development Seminar  
(1 credit)

Professional Development: 1 course to be selected from COMM 204, COMM 311, COMM 313, FIN 201, ITM 202, or LEAD 203

## Social and Behavioral Science

1 course to be selected from ECON 221 or ECON 222

1 course to be selected from GDS 216, HIST, INTD, or PSCI

1 course to be selected from COMM 247, COMM 310, ECON, HIST, PSY, or SOC

Humanities and Global Values

Humanities: 2 courses to be selected from Art, Dance, Literature, Music, Philosophy, or Religion (Selections must be from two different disciplines.)

Global Values: 1 course to be selected from COMM 310, ECON 313, ENGL 235, ENGL 237, ENGL 238, ENGL 310, GDS 216, HIST 207, HIST 208, HIST 210, HIST 339, HIST 369, HUM 254, PSCI 324, REL 219, REL 322, SPAN 126, SPAN 127

## Math and Applied Science

MATH 215            Statistics

Math:                1 course to be selected from MATH 117, MATH 122, or MATH 190

Science:  
ESCI 243            1 course to be selected from ESCI 233 or

Math/Science:    1 course to be selected from ECON, ESCI, MATH, or PSY

## Business Core

ACCT     238        Financial Accounting

ECON     221        Principles of Microeconomics or ECON 222 Principles of Macroeconomics

FIN        203        Principles of Finance

ITM        209        Information Management and Analytics

MGMT    227        Leading and Managing Organizations

MKCM    202        Principles of Marketing

LSB       327        Business Law and Ethics

MGMT    365        Operations Management

LEAD     400        Managing Strategic Initiatives

## Concentration Courses

ACCT     241        Intermediate Accounting I

ACCT     242        Intermediate Accounting II

ACCT     341        Intermediate Accounting III

ACCT     342        Advanced Accounting

ACCT	343	Cost Accounting
ACCT	402	Federal Taxes
ACCT	404	Auditing
ACCT	480	Accounting for Non-Profit Organizations and Governmental Entities

## Free Electives

16 credit-hours of electives

Total Credits Required: 120

NOTE: All courses are 3 credit-hours unless otherwise noted and may meet only one degree requirement.

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## BSBA - Criminal Justice Management

The Criminal Justice Management program offers undergraduate students an opportunity to pursue careers in the corporate security and safety departments of major corporations as well as local, state, and federal law enforcement agencies. This program is structured on the business core curriculum and includes a focus on current trends in criminal justice such as consequences of terrorism, disaster management, white-collar crimes, and high tech crimes and investigations. By helping to facilitate skills in communications, behavioral sciences, quantitative analysis, and environmental dynamics, the Criminal Justice program provides a well-rounded education for sustained professionalism and personal growth.

Career opportunities in the public sector include positions in the court system, agent positions with the FBI, IRS or Homeland Security, and state trooper or local police officer positions. Private opportunities include positions as a corporate security officer, industrial security specialist, and a manager with a security emphasis.

## General Education Courses

### Communication

College Writing: 1 course to be selected from ENGL 105 or ENGL 212 (Analytical Writing - Honors only course)

COMM 152 Effective Speaking

Critical Writing, Reading & Research: 1 course to be selected from CRIT 201, ENGL 213, ENGL 214, or other courses upon approval

Advanced Writing: 1 course to be selected from ENGL 320, ENGL 321, ENGL 342, ENGL 345, or ENGL 346

## Leadership and Professional Development

ITM 123 Digital Applications (1 credit)

LEAD 101 Learning to Lead

SEM 139 First-Year Professional Development Seminar (1 credit)

SEM 239 Sophomore Professional Development Seminar (1 credit)

SEM 339 Junior Professional Development Seminar  
(1 credit)

SEM 439 Senior Professional Development Seminar  
(1 credit)

Professional Development: 1 course to be selected from  
COMM 204, COMM 311, COMM 313,  
FIN 201, ITM 202, or LEAD 203

## Social and Behavioral Science

1 course to be selected from ECON 221 or ECON 222

1 course to be selected from GDS 216, HIST, INTD, or PSCI

1 course to be selected from COMM 247, COMM 310, ECON, HIST, PSY, or SOC

## Humanities and Global Values

Humanities: 2 courses to be selected from Art, Dance, Literature, Music, Philosophy, or Religion  
(Selections must be from two different disciplines.)

Global Values: 1 course to be selected from COMM 310,  
ECON 313, ENGL 235, ENGL 237, ENGL 238, ENGL 310,  
GDS 216, HIST 207, HIST 208, HIST 210, HIST 339, HIST 369, HUM 254, PSCI 324, REL 219, REL 322,  
SPAN 126, SPAN 127

## Math and Applied Science

MATH 215	Statistics
Math:	1 course to be selected from MATH 117, MATH 122, or MATH 190
Science: ESCI 243	1 course to be selected from ESCI 233 or
Math/Science:	1 course to be selected from ECON, ESCI, MATH, or PSY

## Business Core

ACCT	238	Financial Accounting
ACCT	240	Managerial Accounting
ECON	221	Principles of Microeconomics or ECON 222 Principles of Macroeconomics
FIN	203	Principles of Finance
ITM	209	Information Management and Analytics
MGMT	227	Leading and Managing Organizations
MKCM	202	Principles of Marketing
LSB	327	Business Law and Ethics
MGMT	365	Operations Management
LEAD	400	Managing Strategic Initiatives

## Concentration Courses

### Required Courses:

CJM	209	Crime, Justice, and Society
CJM	210	Criminal Law and Procedure
CJM	302	Security Investigations: Concepts, Principles, and Practices
CJM	347	Emergency Planning and Disaster Management
CJM	480	Advanced Issues in CJM

**Elective Courses (two additional courses in CJM from those listed below):**

CJM	333	Physical Security: System Design, Integration, and Control
CJM	390	Criminal Justice Management Internship
CJM	417	Homeland Security / Terrorism

## Free Electives

16 credit-hours of electives

Total Credits Required: 120

NOTE: All courses are 3 credit-hours unless otherwise noted and may meet only one degree requirement.

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## BSBA - Economics

Economics offers students an understanding of how individuals interact within society to produce goods and services and conduct daily business, family, and other social affairs. Economics brings together business, finance, politics, philosophy, history, management, and government to function as a general business approach to college studies. Economics classes at Nichols College emphasize the connection between economic theory and the real world of business and social life. The department of economics cultivates passion for inquiry that produce social scientific literacy, independent thinking, quantitative reasoning skills, lifelong learning, social responsibility, and success in jobs markets and social life.

The business Economics concentration is most appropriate for students who have a drive to succeed in a professional business environment, and/or a desire for graduate work for Master of Business Administration (MBA) or Master of Economics (MS or MA). A Bachelor of Science in Business Administration with an Economics concentration is great preparation for jobs in just about any field. Employers often desire graduates with a strong business economics background for careers in management, marketing, sales, finance, public policy, and working for nonprofit - organizations.

## General Education Courses

### Communication

College Writing: 1 course to be selected from ENGL 105 or ENGL 212 (Analytical Writing - Honors only course)

COMM 152 Effective Speaking

Critical Writing, Reading & Research: 1 course to be selected from CRIT 201, ENGL 213, ENGL 214, or other courses upon approval

Advanced Writing: 1 course to be selected from ENGL 320, ENGL 321, ENGL 342, ENGL 345, or ENGL 346

## Leadership and Professional Development

ITM 123 Digital Applications (1 credit)

LEAD 101 Learning to Lead

SEM 139 First-Year Professional Development Seminar (1 credit)

SEM 239 Sophomore Professional Development Seminar (1 credit)

SEM 339 Junior Professional Development Seminar  
(1 credit)

SEM 439 Senior Professional Development Seminar  
(1 credit)

Professional Development: 1 course to be selected from COMM 204, COMM 311, COMM 313, FIN 201, ITM 202, or LEAD 203

## Social and Behavioral Science

1 course to be selected from ECON 221 or ECON 222

1 course to be selected from GDS 216, HIST, INTD, or PSCI

1 course to be selected from COMM 247, COMM 310, ECON, HIST, PSY, or SOC

Humanities and Global Values

Humanities: 2 courses to be selected from Art, Dance, Literature, Music, Philosophy, or Religion (Selections must be from two different disciplines.)

Global Values: 1 course to be selected from COMM 310, ECON 313, ENGL 235, ENGL 237, ENGL 238, ENGL 310, GDS 216, HIST 207, HIST 208, HIST 210, HIST 339, HIST 369, HUM 254, PSCI 324, REL 219, REL 322, SPAN 126, SPAN 127

## Math and Applied Science

MATH 215 Statistics

Math: 1 course to be selected from MATH 117, MATH 122, or MATH 190

Science:  
ESCI 243 1 course to be selected from ESCI 233 or

Math/Science: 1 course to be selected from ECON, ESCI, MATH, or PSY

## Business Core

ACCT 238 Financial Accounting

ACCT 240 Managerial Accounting

ECON 221 Principles of Microeconomics or ECON 222 Principles of Macroeconomics

FIN 203 Principles of Finance

ITM 209 Information Management and Analytics

MGMT 227 Leading and Managing Organizations

MKCM 202 Principles of Marketing

LSB 327 Business Law and Ethics

MGMT 365 Operations Management

LEAD 400 Managing Strategic Initiatives

## Concentration Courses

### Required Courses:

ECON 303 Prices and the Market System

ECON 304 Inflation, Employment, and National Income

ECON 307 Money, Banking, and the Economy

### Elective Courses (three additional courses in ECON from those listed below):

ECON 305 Labor Economics

ECON 309 World Economic Geography

ECON	352	American Economic History
ECON	370	Special Topics in Political Economy
ECON	412	International Economics
ECON	415	Urban and Regional Economics
ECON	470	Special Topics in Economics

## Free Electives

19 credit-hours of electives

Total Credits Required: 120

NOTE: All courses are 3 credit-hours unless otherwise noted and may meet only one degree requirement.

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## BSBA - Finance

Finance is the study of money management in business along with the saving and investment habits of society. Financial analysis is an essential part of modern business and one of the primary activities of financial institutions. The program in finance is intended to develop an understanding of the role of finance in business organizations and to provide the student with the tools necessary for making sound decisions about money. By combining the study of financial management and investments, the curriculum helps the student understand the relationship between the corporate financial manager and the investment analyst. The areas of study include the financial environment within the firm, the various capital and money markets, the role played by commercial and investment banks, and techniques for allocating capital within the firm.

A concentration in Finance can lead to careers in corporate finance, banking, insurance, investment counseling, portfolio management, bond and commodities trading, and real estate.

## General Education Courses

### Communication

College Writing: 1 course to be selected from ENGL 105 or ENGL 212 (Analytical Writing - Honors only course)

COMM 152 Effective Speaking

Critical Writing, Reading & Research: 1 course to be selected from CRIT 201, ENGL 213, ENGL 214, or other courses upon approval

Advanced Writing: 1 course to be selected from ENGL 320, ENGL 321, ENGL 342, ENGL 345, or ENGL 346

## Leadership and Professional Development

ITM 123 Digital Applications (1 credit)

LEAD 101 Learning to Lead

SEM 139 First-Year Professional Development Seminar (1 credit)

SEM 239 Sophomore Professional Development Seminar (1 credit)

SEM 339 Junior Professional Development Seminar  
(1 credit)

SEM 439 Senior Professional Development Seminar  
(1 credit)

Professional Development: 1 course to be selected from COMM 204, COMM 311, COMM 313, FIN 201, ITM 202, or LEAD 203

## Social and Behavioral Science

1 course to be selected from ECON 221 or ECON 222

1 course to be selected from GDS 216, HIST, INTD, or PSCI

1 course to be selected from COMM 247, COMM 310, ECON, HIST, PSY, or SOC

## Humanities and Global Values

Humanities: 2 courses to be selected from Art, Dance, Literature, Music, Philosophy, or Religion (Selections must be from two different disciplines.)

Global Values: 1 course to be selected from COMM 310, ECON 313, ENGL 235, ENGL 237, ENGL 238, ENGL 310, GDS 216, HIST 207, HIST 208, HIST 210, HIST 339, HIST 369, HUM 254, PSCI 324, REL 219, REL 322, SPAN 126, SPAN 127

## Math and Applied Science

MATH 215 Statistics

Math: 1 course to be selected from MATH 117, MATH 122, or MATH 190

Science:  
ESCI 243 1 course to be selected from ESCI 233 or  
ESCI 243

Math/Science: 1 course to be selected from ECON, ESCI, MATH, or PSY

## Business Core

ACCT 238 Financial Accounting

ACCT 240 Managerial Accounting

ECON 221 Principles of Microeconomics or ECON 222 Principles of Macroeconomics

FIN 203 Principles of Finance

ITM 209 Information Management and Analytics

MGMT 227 Leading and Managing Organizations

MKCM 202 Principles of Marketing

LSB 327 Business Law and Ethics

MGMT 365 Operations Management

LEAD 400 Managing Strategic Initiatives

## Concentration Courses

ACCT 402 Federal Taxes

ECON 307 Money, Banking, and the Economy

FIN 325 Corporate Finance

FIN 330 Investments

FIN 432 Financial Planning

FIN 480 Problems in Business Finance

Free Electives

19 credit-hours of electives

Total Credits Required: 120

NOTE: All courses are 3 credit-hours unless otherwise noted and may meet only one degree requirement.

## BSBA - General Business

The General Business program is designed to be a highly flexible program for those students seeking a broader exposure to various business disciplines. Students are prepared for rewarding careers as business professionals.

By helping facilitate skills in communications, behavioral sciences, quantitative analysis and environmental dynamics, the general business program provides a well-rounded education for sustained professional and personal growth.

### General Education Courses

#### Communication

College Writing: 1 course to be selected from ENGL 105 or ENGL 212 (Analytical Writing - Honors only course)

COMM 152 Effective Speaking

Critical Writing, Reading & Research: 1 course to be selected from CRIT 201, ENGL 213, ENGL 214, or other courses upon approval

Advanced Writing: 1 course to be selected from ENGL 320, ENGL 321, ENGL 342, ENGL 345, or ENGL 346

#### Leadership and Professional Development

ITM 123 Digital Applications (1 credit)

LEAD 101 Learning to Lead

SEM 139 First-Year Professional Development Seminar (1 credit)

SEM 239 Sophomore Professional Development Seminar (1 credit)

SEM 339 Junior Professional Development Seminar  
(1 credit)

SEM 439 Senior Professional Development Seminar  
(1 credit)

Professional Development: 1 course to be selected from  
COMM 204, COMM 311, COMM 313, FIN 201, ITM 202, or LEAD 203

## Social and Behavioral Science

1 course to be selected from ECON 221 or ECON 222

1 course to be selected from GDS 216, HIST, INTD, or PSCI

1 course to be selected from COMM 247, COMM 310, ECON, HIST, PSY, or SOC

## Humanities and Global Values

Humanities: 2 courses to be selected from Art, Dance, Literature, Music, Philosophy, or Religion  
(Selections must be from two different disciplines.)

Global Values: 1 course to be selected from COMM 310, ECON 313, ENGL 235, ENGL 237, ENGL  
238, ENGL 310, GDS 216, HIST 207, HIST 208, HIST 210, HIST 339, HIST 369, HUM 254, PSCI 324,  
REL 219, REL 322, SPAN 126, SPAN 127

## Math and Applied Science

MATH 215 Statistics

Math: 1 course to be selected from MATH 117, MATH 122, or MATH 190

Science:  
ESCI 243 1 course to be selected from ESCI 233 or

Math/Science: 1 course to be selected from ECON, ESCI, MATH, or PSY

### Business Core

ACCT 238 Financial Accounting

ACCT 240 Managerial Accounting

ECON 221 Principles of Microeconomics or ECON 222 Principles of Macroeconomics

FIN 203 Principles of Finance

ITM 209 Information Management and Analytics

MGMT	227	Leading and Managing Organizations
MKCM	202	Principles of Marketing
LSB	327	Business Law and Ethics
MGMT	365	Operations Management
LEAD	400	Managing Strategic Initiatives

## Program Courses

### Required

HRM	213	Human Resource Management
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And choose two courses from three of the following areas (some courses have required prerequisites):

### Accounting

ACCT	241	Intermediate Accounting I
ACCT	242	Intermediate Accounting II
ACCT	343	Cost Accounting
ACCT	402	Federal Taxes
ACCT	403	Advanced Federal Taxes

### Criminal Justice Management

CJM	302	Security Investigations: Concepts, Principles, and Practices
CJM	333	Physical Security: Systems Design, Integration, and Control
CJM	347	Emergency Planning and Disaster Management
CJM	417	Homeland Security / Terrorism

### Economics

ECON	303	Prices and Market System
ECON	304	Inflation, Employment, and National Income

ECON	305	Labor Economics
ECON	307	Money, Banking, and Economy
ECON	412	International Economics
ECON	415	Urban Economics
HIST	352	American Economic History

## **Entrepreneurship**

EPS	378	Entrepreneurial Management
EPS	385	Business Finance for Entrepreneurs
EPS	386	Sales and Marketing for Entrepreneurs

## **Finance**

ACCT	402	Federal Taxes
ECON	307	Money, Banking, and Economy
FIN	325	Corporate Finance
FIN	330	Investments
FIN	432	Financial Planning

## **Hospitality Management**

HSP	341	Casino Management
HSP	351	Resort and Conference Management
HSP	361	Hospitality Facility Operations
HSP	371	Performance Management in the Hospitality Industry
HSP	470	Special Topics in Hospitality

## **Human Resource Management**

HRM	343	Assessment, Staffing and Employment Law
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HRM	344	Developing and Motivating Human Potential
HRM	443	Compensation and Benefits
HRM	470	Special Topics in HRM
HRM	481	International Human Resource Management
HRM	490	Internship in HRM

## **Integrated Marketing Communication**

MKCM	312	Managerial Communication
MKCM	316	Mass Media and Public Relations
MKCM	361	Consumer Marketing
MKCM	362	Business Marketing
MKCM	433	Market Research
MKCM	434	International Marketing
MKCM	435	Marketing Communication
MKCM	436	Sales Management
MKCM	470	Special Topics in Integrated Marketing Communication

## **International Business**

IBUS	309	World Economic Geography
IBUS	412	International Economics
IBUS	434	International Marketing
IBUS	444	Advanced Economies and Emerging Markets

## **Management**

MGMT	378	Entrepreneurial Management
MGMT	389	Management of Innovation and Change
MGMT	429	Current Issues in Management

## Sport Management

SMGT	352	Sport in Society
SMGT	367	Sport Marketing
SMGT	368	Sport Finance
SMGT	459	Sport Law
SMGT	460	Athletics Administration
SMGT	462	Sport Communications
SMGT	463	Sport Event Management
SMGT	464	Sponsorship and Sales
SMGT	469	Coaching Administration and Management
SMGT	470	Special Topics in Sport Management

## Free Electives

16 credit-hours of electives

Total Credits Required: 120

NOTE: All courses are 3 credit-hours unless otherwise noted and may meet only one degree requirement.

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## BSBA - Hospitality Management

The Hospitality Management (HSP) program prepares students for management and leadership roles in one of the largest and rapidly-growing industries in the world. The hospitality industry is multi-faceted and offers a range of professional careers and management positions such as event and conference planning, hotel, restaurant, and travel and tourism management, and the leisure and recreational segments of casinos, theme parks, cruises, and club management.

The Hospitality Management concentration provides students with a dynamic, challenging, and highly experiential program combining a comprehensive knowledge of the hospitality industry with “hands-on” learning through internships and industry field projects. The program builds on the strength of our undergraduate business core while offering specialized courses designed to meet

the changing demands of the hospitality industry.

Graduates of the Hospitality Management program combine the best of classroom experiences, practical applications, and key business and leadership skills to successfully accelerate their careers in an industry that is projected to gain 1.3 million jobs through 2020.

## General Education Courses

### Communication

College Writing: 1 course to be selected from ENGL 105 or ENGL 212 (Analytical Writing - Honors only course)

COMM 152 Effective Speaking

Critical Writing, Reading & Research: 1 course to be selected from CRIT 201, ENGL 213, ENGL 214, or other courses upon approval

Advanced Writing: 1 course to be selected from ENGL 320, ENGL 321, ENGL 342, ENGL 345, or ENGL 346

### Leadership and Professional Development

ITM 123 Digital Applications (1 credit)

LEAD 101 Learning to Lead

SEM 139 First-Year Professional Development Seminar (1 credit)

SEM 239 Sophomore Professional Development Seminar (1 credit)

SEM 339 Junior Professional Development Seminar  
(1 credit)

SEM 439 Senior Professional Development Seminar  
(1 credit)

Professional Development: 1 course to be selected from COMM 204, COMM 311, COMM 313, FIN 201, ITM 202, or LEAD 203

### Social and Behavioral Science

1 course to be selected from ECON 221 or ECON 222

1 course to be selected from GDS 216, HIST, INTD, or PSCI

1 course to be selected from COMM 247, COMM 310, ECON, HIST, PSY, or SOC

## Humanities and Global Values

Humanities: 2 courses to be selected from Art, Dance, Literature, Music, Philosophy, or Religion (Selections must be from two different disciplines.)

Global Values: 1 course to be selected from COMM 310, ECON 313, ENGL 235, ENGL 237, ENGL 238, ENGL 310, GDS 216, HIST 207, HIST 208, HIST 210, HIST 339, HIST 369, HUM 254, PSCI 324, REL 219, REL 322, SPAN 126, SPAN 127

## Math and Applied Science

MATH 215            Statistics

Math:                1 course to be selected from MATH 117, MATH 122, or MATH 190

Science:  
ESCI 243            1 course to be selected from ESCI 233 or

Math/Science:    1 course to be selected from ECON, ESCI, MATH, or PSY

## Business Core

ACCT     238     Financial Accounting

ACCT     240     Managerial Accounting

ECON     221     Principles of Microeconomics or ECON 222 Principles of Macroeconomics

FIN       203     Principles of Finance

ITM       209     Information Management and Analytics

MGMT    227     Leading and Managing Organizations

MKCM    202     Principles of Marketing

LSB       327     Business Law and Ethics

MGMT    365     Operations Management

LEAD     400     Managing Strategic Initiatives

## Concentration Courses

## Required Courses:

HSP	211	Introduction to Hospitality Management
HRM	213	Human Resource Management
HSP	351	Resort and Conference Management
HSP	480	Issues in Hospitality Management
HSP	490	Internship in Hospitality Management *

One HSP 300-400 Course      Hospitality Elective

## Elective Courses (one additional course from the following options):

COMM	310	Intercultural Communications
COMM	311	Visual Communications
HSP	341	Casino Management
HSP	361	Hospitality Facility Operations
HSP	370	Hospitality Special Topics Course
HSP	371	Performance Management in the Hospitality Industry
HSP	470	Hospitality Special Topics Course
HSP	492	TAI in Hospitality
MKCM	361	Consumer Marketing
SMGT	367	Sport Marketing
SMGT	470	Special Topics in Sport Management (if Hospitality related)

\*Option for 6 credit or 9 credit flexible internship; fulfilling HSP 490 and 1-2 free elective courses

## Free Electives

19 credit-hours of electives

Total Credits Required:      120

NOTE: All courses are 3 credit-hours unless otherwise noted and may meet only one degree

requirement.

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## BSBA - Human Resource Management

Human Resource Management (HRM) is the “people” part of the business. Every industry needs HR people to recruit employees, design compensation and benefit programs, consult with managers on staffing and legal issues, and guide strategic executive decisions. Human Resource professionals work in dynamic environments where creativity and problem solving are the distinguishing characteristics of successful managers. This is the ideal field for those who want a business career that will afford them the opportunity to work with people to help organizations and employees reach their objectives.

The HRM program is focused on developing students’ ability to think creatively and constructively about a variety of workplace issues such as employee rights, performance management, employment law, and global talent management. Through a range of projects and a required internship, students gain practical experience in the general practices of the field.

Graduates of the program are prepared for exciting careers in numerous capacities across virtually every industry, including health care, insurance, banking, high tech, entertainment, and government.

### General Education Courses

#### Communication

College Writing: 1 course to be selected from ENGL 105 or ENGL 212 (Analytical Writing - Honors only course)

COMM 152 Effective Speaking

Critical Writing, Reading & Research: 1 course to be selected from CRIT 201, ENGL 213, ENGL 214, or other courses upon approval

Advanced Writing: 1 course to be selected from ENGL 320, ENGL 321, ENGL 342, ENGL 345, or ENGL 346

#### Leadership and Professional Development

ITM 123 Digital Applications (1 credit)

LEAD 101 Learning to Lead

SEM 139 First-Year Professional Development Seminar (1 credit)

SEM 239 Sophomore Professional Development Seminar (1 credit)

SEM 339 Junior Professional Development Seminar  
(1 credit)

SEM 439 Senior Professional Development Seminar  
(1 credit)

Professional Development: 1 course to be selected from  
COMM 204, COMM 311, COMM 313, FIN 201, ITM 202, or LEAD 203

## Social and Behavioral Science

1 course to be selected from ECON 221 or ECON 222

1 course to be selected from GDS 216, HIST, INTD, or PSCI

1 course to be selected from COMM 247, COMM 310, ECON, HIST, PSY, or SOC

## Humanities and Global Values

Humanities: 2 courses to be selected from Art, Dance, Literature, Music, Philosophy, or Religion  
(Selections must be from two different disciplines.)

Global Values: 1 course to be selected from COMM 310, ECON 313, ENGL 235, ENGL 237, ENGL  
238, ENGL 310, GDS 216, HIST 207, HIST 208, HIST 210, HIST 339, HIST 369, HUM 254, PSCI 324,  
REL 219, REL 322, SPAN 126, SPAN 127

## Math and Applied Science

MATH 215 Statistics

Math: 1 course to be selected from MATH 117, MATH 122, or MATH 190

Science:  
ESCI 243 1 course to be selected from ESCI 233 or

Math/Science: 1 course to be selected from ECON, ESCI, MATH, or PSY

## Business Core

ACCT 238 Financial Accounting

ACCT 240 Managerial Accounting

ECON	221	Principles of Microeconomics or ECON 222 Principles of Macroeconomics
FIN	203	Principles of Finance
ITM	209	Information Management and Analytics
MGMT	227	Leading and Managing Organizations
MKCM	202	Principles of Marketing
LSB	327	Business Law and Ethics
MGMT	365	Operations Management
LEAD	400	Managing Strategic Initiatives

## Concentration Courses

### Required Courses:

HRM	213	Human Resource Management
HRM	343	Assessing Staffing and Employment Law
HRM	344	Developing and Motivating Human Potential
HRM	443	Compensation and Benefits
HRM	481	International Human Resource Management
HRM	490	Internship in Human Resource Management

### Elective Courses (one additional course from the following options):

COMM	310	Intercultural Communications
ECON	305	Labor Economics
HRM	470	Special Topics in HRM
MGMT	389	Management of Innovation and Change
MKCM	312	Managerial Communication
PSY	342	Group Dynamics

## Free Electives

16 credit-hours of electives

Total Credits Required: 120

NOTE: All courses are 3 credit-hours unless otherwise noted and may meet only one degree requirement.

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## BSBA - Integrated Marketing Communication

The Integrated Marketing Communication program is designed for students who are interested in generating creative marketing solutions and effectively communicating these solutions to key stakeholders. The program employs experiential learning approaches focused on the development and management of brand relationships, positioning and segment analysis, and evidence-based decision making. Each course helps develop the skills necessary for marketing professionals to execute strategic marketing and communication plans, with a consistent approach that reflects a brand's values, product positioning, and company mission across a variety of channels.

In a rapidly evolving global marketplace, organizations devote substantial resources to create superior interactions with customers at all points of contact. Winning the hearts and minds of consumers means organizations must offer the right product and services, to the right customers, at the right time and at the right place. They must also communicate with employees, partners and customers about their brands before, during and after purchase. Every product, service, or idea needs effective communication within organizations and to external audiences to capture market attention, build demand, and drive product use.

The Integrated Marketing Communication degree offers the flexibility to prepare students for careers as marketing managers, sales professionals, social media strategists, and data analysis specialists. The program is designed to draw upon its academic synergy with psychology, sociology, technology, and communication.

## General Education Courses

### Communication

College Writing: 1 course to be selected from ENGL 105 or ENGL 212 (Analytical Writing - Honors only course)

COMM 152 Effective Speaking

Critical Writing, Reading & Research: 1 course to be selected from CRIT 201, ENGL 213, ENGL 214, or other courses upon approval

Advanced Writing: 1 course to be selected from ENGL 320, ENGL 321, ENGL 342, ENGL 345, or ENGL 346

## Leadership and Professional Development

ITM 123 Digital Applications (1 credit)

LEAD 101 Learning to Lead

SEM 139 First-Year Professional Development Seminar (1 credit)

SEM 239 Sophomore Professional Development Seminar (1 credit)

SEM 339 Junior Professional Development Seminar  
(1 credit)

SEM 439 Senior Professional Development Seminar  
(1 credit)

Professional Development: 1 course to be selected from COMM 204, COMM 311, COMM 313, FIN 201, ITM 202, or LEAD 203

## Social and Behavioral Science

1 course to be selected from ECON 221 or ECON 222

1 course to be selected from GDS 216, HIST, INTD, or PSCI

1 course to be selected from COMM 247, COMM 310, ECON, HIST, PSY, or SOC

## Humanities and Global Values

Humanities: 2 courses to be selected from Art, Dance, Literature, Music, Philosophy, or Religion (Selections must be from two different disciplines.)

Global Values: 1 course to be selected from COMM 310, ECON 313, ENGL 235, ENGL 237, ENGL 238, ENGL 310, GDS 216, HIST 207, HIST 208, HIST 210, HIST 339, HIST 369, HUM 254, PSCI 324, REL 219, REL 322, SPAN 126, SPAN 127

## Math and Applied Science

MATH 215 Statistics

Math: 1 course to be selected from MATH 117, MATH 122, or MATH 190

Science:  
ESCI 243 1 course to be selected from ESCI 233 or

Math/Science: 1 course to be selected from ECON, ESCI, MATH, or PSY

## Business Core

ACCT	238	Financial Accounting
ACCT	240	Managerial Accounting
ECON	221	Principles of Microeconomics or ECON 222 Principles of Macroeconomics
FIN	203	Principles of Finance
ITM	209	Information Management and Analytics
MGMT	227	Leading and Managing Organizations
MKCM	202	Principles of Marketing
LSB	327	Business Law and Ethics
MGMT	365	Operations Management
LEAD	400	Managing Strategic Initiatives

## Concentration Courses

### Required Courses

COMM	247	Introduction to Communication Studies
COMM	311	Visual Communication
MKCM	361	Consumer Marketing
MKCM	480	Marketing Seminar
MKCM	490	Internship

**Elective Courses (choose three from the following options - at least one must be a 400 level course)**

COMM	310	Intercultural Communication
MKCM	312	Managerial Communication
MKCM	316	Mass Media and Public Relations
MKCM	362	Business Marketing
MKCM	433	Marketing Research
MKCM/IBUS	434	International Marketing
MKCM	435	Marketing Communication
MKCM	436	Sales Management
MKCM	470	Special Topics in Integrated Marketing Communication

## Free Electives

13 credit-hours of electives

Total Credits Required: 120

NOTE: All courses are 3 credit-hours unless otherwise noted and may meet only one degree requirement.

## BSBA - International Business

The International Business program is interdisciplinary. This program examines differences in business practices such as management, marketing, finance, economics, as well as language, communication, social interaction, work attitudes, relationships, economics, politics, lifestyle, and social structures. Students in this program will develop an understanding of other cultures and learn how to be successful in multicultural environments.

The program prepares students for careers with multinational corporations, financial institutions with foreign operations, and government agencies involved in international trade and finance with other international organizations.

## General Education Courses

### Communication

College Writing: 1 course to be selected from ENGL 105 or ENGL 212 (Analytical Writing - Honors only course)

COMM 152 Effective Speaking

Critical Writing, Reading & Research: 1 course to be selected from CRIT 201, ENGL 213, ENGL 214, or other courses upon approval

Advanced Writing: 1 course to be selected from ENGL 320, ENGL 321, ENGL 342, ENGL 345, or ENGL 346

## Leadership and Professional Development

ITM 123 Digital Applications (1 credit)

LEAD 101 Learning to Lead

SEM 139 First-Year Professional Development Seminar (1 credit)

SEM 239 Sophomore Professional Development Seminar (1 credit)

SEM 339 Junior Professional Development Seminar  
(1 credit)

SEM 439 Senior Professional Development Seminar  
(1 credit)

Professional Development: 1 course to be selected from COMM 204, COMM 311, COMM 313, FIN 201, ITM 202, or LEAD 203

## Social and Behavioral Science

1 course to be selected from ECON 221 or ECON 222

1 course to be selected from GDS 216, HIST, INTD, or PSCI

1 course to be selected from COMM 247, COMM 310, ECON, HIST, PSY, or SOC

## Humanities and Global Values

Humanities: 2 courses to be selected from Art, Dance, Literature, Music, Philosophy, or Religion (Selections must be from two different disciplines.)

Global Values: 1 course to be selected from COMM 310, E  
CON 313, ENGL 235, ENGL 237, ENGL 238, ENGL 310,  
GDS 216, HIST 207, HIST 208, HIST 210, HIST 339, HIST 369, HUM 254, PSCI 324, REL 219, REL 322,

## Math and Applied Science

MATH 215          Statistics

Math:                1 course to be selected from MATH 117, MATH 122, or MATH 190

Science:  
ESCI 243            1 course to be selected from ESCI 233 or

Math/Science:    1 course to be selected from ECON, ESCI, MATH, or PSY

## Business Core

ACCT      238          Financial Accounting

ACCT      240          Managerial Accounting

ECON      221          Principles of Microeconomics or ECON 222 Principles of Macroeconomics

FIN        203          Principles of Finance

ITM        209          Information Management and Analytics

MGMT     227          Leading and Managing Organizations

MKCM     202          Principles of Marketing

LSB       327          Business Law and Ethics

MGMT     365          Operations Management

LEAD      400          Managing Strategic Initiatives

## Concentration Courses

IBUS      287          International Management

IBUS      309          World Economic Geography

IBUS      412          International Economics

IBUS      434          International Marketing

IBUS      444          Advanced Economies and Emerging Markets

IBUS	480	Seminar in International Business
IBUS	490	Internship in International Business

## Free Electives

16 credit-hours of electives

Total Credits Required: 120

NOTE: All courses are 3 credit-hours unless otherwise noted and may meet only one degree requirement.

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## BSBA - Management

The Management program enhances the student's conceptual, analytical, entrepreneurial, communicative, decision-making, and interpersonal skills as related to a career in management. Management is the process of confronting and resolving situational problems in an organizational setting through planning, organizing, managing, leading, and controlling human and other resources so as to achieve the organization's mission and objectives.

A multifaceted program balances specialized business topics such as operations, leadership, globalization, entrepreneurship, decision-making, teamwork, change, and quality. Graduates of the program are prepared for challenging careers in a variety of managerial capacities existing within for-profit and non-profit industries, such as retail, health care, government, social services, transportation, insurance, education, and manufacturing.

## General Education Courses

### Communication

College Writing: 1 course to be selected from ENGL 105 or ENGL 212 (Analytical Writing - Honors only course)

COMM 152 Effective Speaking

Critical Writing, Reading & Research: 1 course to be selected from CRIT 201, ENGL 213, ENGL 214, or other courses upon approval

Advanced Writing: 1 course to be selected from ENGL 320, ENGL 321, ENGL 342, ENGL 345, or ENGL 346

## Leadership and Professional Development

ITM	123	Digital Applications (1 credit)
LEAD	101	Learning to Lead
SEM	139	First-Year Professional Development Seminar (1 credit)
SEM	239	Sophomore Professional Development Seminar (1 credit)
SEM	339	Junior Professional Development Seminar (1 credit)
SEM	439	Senior Professional Development Seminar (1 credit)

Professional Development: 1 course to be selected from  
COMM 204, COMM 311, COMM 313, FIN 201, ITM 202, or LEAD 203

## Social and Behavioral Science

1 course to be selected from ECON 221 or ECON 222

1 course to be selected from GDS 216, HIST, INTD, or PSCI

1 course to be selected from COMM 247, COMM 310, ECON, HIST, PSY, or SOC

Humanities and Global Values

Humanities: 2 courses to be selected from Art, Dance, Literature, Music, Philosophy, or Religion  
(Selections must be from two different disciplines.)

Global Values: 1 course to be selected from COMM 310,  
ECON 313, ENGL 235, ENGL 237, ENGL 238, ENGL 310,  
GDS 216, HIST 207, HIST 208, HIST 210, HIST 339, HIST 369, HUM 254, PSCI 324, REL 219, REL 322,  
SPAN 126, SPAN 127

## Math and Applied Science

MATH 215                      Statistics

Math:                              1 course to be selected from MATH 117, MATH 122, or MATH 190

Science:  
ESCI 243                              1 course to be selected from ESCI 233 or

Math/Science: 1 course to be selected from ECON, ESCI, MATH, or PSY

## Business Core

ACCT	238	Financial Accounting
ACCT	240	Managerial Accounting
ECON	221	Principles of Microeconomics or ECON 222 Principles of Macroeconomics
FIN	203	Principles of Finance
ITM	209	Information Management and Analytics
MGMT	227	Leading and Managing Organizations
MKCM	202	Principles of Marketing
LSB	327	Business Law and Ethics
MGMT	365	Operations Management
LEAD	400	Managing Strategic Initiatives

## Concentration Courses

HRM	213	Human Resource Management
MGMT	287	International Management
MGMT	378	Entrepreneurial Management
MGMT	389	Management of Innovation and Change
MGMT	429	Current Issues in Management
MGMT	482	Management Seminar

## Free Electives

19 credit-hours of electives

Total Credits Required: 120

NOTE: All courses are 3 credit-hours unless otherwise noted and may meet only one degree requirement.

# BSBA - Sport Management

The sport industry has experienced dynamic growth and is now recognized as a diverse multi-billion dollar, global enterprise. Sport managers must understand the complexities of the business world and develop strategies for success in this competitive industry.

The Sport Management program provides the academic and practical experiences needed to gain successful employment in the field. This concentration provides the skills necessary for success in a variety of areas including sport marketing, event management, high school and collegiate athletics, game day operations, sales and sponsorship, and management of amateur and professional sports organizations.

The Sport Management program builds on the strength of the undergraduate business curriculum while offering specialized courses designed to recognize the unique demands of the sport industry.

## General Education Courses

### Communication

College Writing: 1 course to be selected from ENGL 105 or ENGL 212 (Analytical Writing - Honors only course)

COMM 152 Effective Speaking

Critical Writing, Reading & Research: 1 course to be selected from CRIT 201, ENGL 213, ENGL 214, or other courses upon approval

Advanced Writing: 1 course to be selected from ENGL 320, ENGL 321, ENGL 342, ENGL 345, or ENGL 346

### Leadership and Professional Development

ITM 123 Digital Applications (1 credit)

LEAD 101 Learning to Lead

SEM 139 First-Year Professional Development Seminar (1 credit)

SEM 239 Sophomore Professional Development Seminar (1 credit)

SEM 339 Junior Professional Development Seminar  
(1 credit)

SEM 439 Senior Professional Development Seminar  
(1 credit)

Professional Development: 1 course to be selected from  
COMM 204, COMM 311, COMM 313, FIN 201, ITM 202, or LEAD 203

## Social and Behavioral Science

1 course to be selected from ECON 221 or ECON 222

1 course to be selected from GDS 216, HIST, INTD, or PSCI

1 course to be selected from COMM 247, COMM 310, ECON, HIST, PSY, or SOC

## Humanities and Global Values

Humanities: 2 courses to be selected from Art, Dance, Literature, Music, Philosophy, or Religion  
(Selections must be from two different disciplines.)

Global Values: 1 course to be selected from COMM 310, ECON 313, ENGL 235, ENGL 237, ENGL  
238, ENGL 310, GDS 216, HIST 207, HIST 208, HIST 210, HIST 339, HIST 369, HUM 254, PSCI 324,  
REL 219, REL 322, SPAN 126, SPAN 127

## Math and Applied Science

MATH 215 Statistics

Math: 1 course to be selected from MATH 117, MATH 122, or MATH 190

Science: 1 course to be selected from ESCI 233 or  
ESCI 243

Math/Science: 1 course to be selected from ECON, ESCI, MATH, or PSY

## Business Core

ACCT 238 Financial Accounting

ACCT 240 Managerial Accounting

ECON 221 Principles of Microeconomics or ECON 222 Principles of Macroeconomics

FIN 203 Principles of Finance

ITM 209 Information Management and Analytics

MGMT	227	Leading and Managing Organizations
MKCM	202	Principles of Marketing
LSB	327	Business Law and Ethics
MGMT	365	Operations Management
LEAD	400	Managing Strategic Initiatives

## Concentration Courses

SMGT	251	Introduction to Sport Management
SMGT	297	Sport Management Practicum (3-credit internship)
SMGT	352	Sport in Society
SMGT	367	Sport Marketing
SMGT	368	Sport Finance
SMGT	392	Sport Management Internship (9 credit-hours)
SMGT	459	Sport Law
SMGT	480	Sport Management Seminar

## Free Electives

7 credit-hours of electives

Total Credits Required: 120

NOTE: All courses are 3 credit-hours unless otherwise noted and may meet only one degree requirement.

## Programs in Liberal Studies (BA)

A small college with specialized programs in administration, Nichols considers basic to our understanding of human activities those liberal disciplines upon which the study of administration is founded – namely the Social Sciences, Physical Sciences, Mathematics, History, and the Arts and Humanities. The College has combined coursework required of all Nichols students with carefully

selected upper-level offerings to provide programs leading to the Bachelor of Arts degree with majors in Communication, Criminal Justice, Economics, English, History, Mathematics and Psychology.

These programs provide a strong background for a variety of careers, as well as give students a foundation for advanced graduate studies. Through the courses in their majors, students earning Bachelor of Arts degrees develop a mastery of the knowledge, methods, and theories pertinent to their areas of concentration. The liberal studies curriculum produces a well-rounded graduate who is capable of critical and logical thinking; has knowledge of scientific, historical and social phenomena; has an appreciation of aesthetic and ethical aspects of life; is a competent communicator; can think scientifically and quantitatively; and is capable of lifelong learning.

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## **BA - Communication**

A Communication degree prepares students for dynamic careers in a variety of fields, including broadcasting, journalism, social media, public relations, and advertising. According to a recent survey by the American Association of Colleges & Universities, more than 80 percent of employers say that effective written and oral communication skills are among the most important they consider when making hiring decisions. Communication majors are valued because of their ability to use critical and analytical thinking skills in order to build successful relationships and contribute to positive group dynamics. Nichols Communication majors make a difference in the workplace and the world as they emerge from the program with a strong sense of ethics and social responsibility, and the ability to shape decisions in business and society: locally, nationally and globally. Key skills that a Communication student will develop are public speaking, writing, editing, social media, visual media, and publication.

### **General Education Courses**

#### **Communication**

College Writing: 1 course to be selected from ENGL 105 or ENGL 212 (Analytical Writing - Honors only course)

COMM 152 Effective Speaking

Critical Writing, Reading & Research: 1 course to be selected from CRIT 201, ENGL 213, ENGL 214, or other courses upon approval

Advanced Writing: 1 course to be selected from ENGL 320, ENGL 321, ENGL 342, ENGL 345, or ENGL 346

#### **Leadership and Professional Development**

ITM	123	Digital Applications (1 credit)
LEAD	101	Learning to Lead
SEM	139	First-Year Professional Development Seminar (1 credit)
SEM	239	Sophomore Professional Development Seminar (1 credit)
SEM (1 credit)	339	Junior Professional Development Seminar
SEM (1 credit)	439	Senior Professional Development Seminar

Professional Development: 1 course to be selected from  
COMM 204, COMM 311, COMM 313, FIN 201, ITM 202, or LEAD 203

## Social and Behavioral Science

1 course to be selected from ECON 221 or ECON 222

1 course to be selected from GDS 216, HIST, INTD, or PSCI

1 course to be selected from COMM 247, COMM 310, ECON, HIST, PSY, or SOC

## Humanities and Global Values

Humanities: 2 courses to be selected from Art, Dance, Literature, Music, Philosophy, or Religion  
(Selections must be from two different disciplines.)

Global Values: 1 course to be selected from COMM 310,  
ECON 313, ENGL 235, ENGL 237, ENGL 238, ENGL 310,  
GDS 216, HIST 207, HIST 208, HIST 210, HIST 339, HIST 369, HUM 254, PSCI 324, REL 219, REL 322,  
SPAN 126, SPAN 127

## Math and Applied Science

MATH 215            Statistics

Math:                1 course to be selected from MATH 117, MATH 122, or MATH 190

Science:  
ESCI 243            1 course to be selected from ESCI 233 or

Math/Science:    1 course to be selected from ECON, ESCI, MATH, or PSY

# Liberal Arts Core

## Interpreting Our Stories

Origins: 1 course to be selected from ENGL 235, ENGL 236, ENGL 314, HIST 201, HIST 207, HIST 315, HIST 355

Modern to Contemporary: 1 course to be selected from ENGL 237, ENGL 238, ENGL 315, HIST 202, HIST 208, HIST 339, HIST 359, HIST 360, HIST 369, or special topics in HIST or PSCI

## Examining The Human Condition

2 courses to be selected from HUM 244, Any course 200 or above in PHIL, PSCI, PSY, REL, SOC, or special topics in INTD

## Making Connections

LA 400 Liberal Arts Capstone

# Major Courses

## Required Courses:

COMM	247	Introduction to Communication Studies
COMM	310	Intercultural Communication
COMM	311	Visual Communication
COMM	314	Argument and Persuasion
COMM	480	Communication Capstone
COMM	490	Internship

## Elective Courses (four additional courses from those listed below - no more than two can be at the 200 level):

COMM	204	Advanced Business and Professional Communication
COMM	2xx*	Media Literacy
COMM	2xx*	Introduction to Film

COMM	3xx*	Social Media and Society
COMM	470	Special Topics in Communication
COMM	4xx*	Gender and Communication
ENGL	321	Professional Writing
LEAD	203	Leading and Working in Teams
MKCM	316	Mass Media and Public Relations
MKCM	470	Special Topics in Integrated Marketing Communication, upon approval
PSY	308	Psychology of Temperament

\*Course under development had not been assigned course numbers at the time of catalog publication. Additional electives are also likely to be added.

## Free Electives

22 credit-hours of electives

Total Credits Required: 120

NOTE: All courses are 3 credit-hours unless otherwise noted and may meet only one degree requirement.

## BA - Criminal Justice

The Criminal Justice program offers undergraduate students an opportunity to develop the skills and knowledge required for career opportunities in the public and private sector. This program is structured on the liberal arts core curriculum and includes a focus on current trends in criminal justice such as homeland security, emergency management and planning, white collar crime, high tech crime, and criminal/fire investigations. Career readiness requires developing skills in communication, behavioral sciences, quantitative/qualitative analysis, and dynamic experiential learning opportunities and required internships. The criminal justice program provides a well-rounded education for sustained professionalism and personal growth.

Public sector positions include the court system, FBI, IRS, Homeland Security, juvenile program worker, correctional officer, state trooper and local police officer positions. Private opportunities include positions as a corporate security officer, industrial security specialist, and fraud investigator.

# General Education Courses

## Communication

College Writing: 1 course to be selected from ENGL 105 or ENGL 212 (Analytical Writing - Honors only course)

COMM 152 Effective Speaking

Critical Writing, Reading & Research: 1 course to be selected from CRIT 201, ENGL 213, ENGL 214, or other courses upon approval

Advanced Writing: 1 course to be selected from ENGL 320, ENGL 321, ENGL 342, ENGL 345, or ENGL 346

## Leadership and Professional Development

ITM 123 Digital Applications (1 credit)

LEAD 101 Learning to Lead

SEM 139 First-Year Professional Development Seminar (1 credit)

SEM 239 Sophomore Professional Development Seminar (1 credit)

SEM 339 Junior Professional Development Seminar  
(1 credit)

SEM 439 Senior Professional Development Seminar  
(1 credit)

Professional Development: 1 course to be selected from COMM 204, COMM 311, COMM 313, FIN 201, ITM 202, or LEAD 203

## Social and Behavioral Science

1 course to be selected from ECON 221 or ECON 222

1 course to be selected from GDS 216, HIST, INTD, or PSCI

1 course to be selected from COMM 247, COMM 310, ECON, HIST, PSY, or SOC

## Humanities and Global Values

Humanities: 2 courses to be selected from Art, Dance, Literature, Music, Philosophy, or Religion (Selections must be from two different disciplines.)

Global Values: 1 course to be selected from COMM 310, ECON 313, ENGL 235, ENGL 237, ENGL 238, ENGL 310, GDS 216, HIST 207, HIST 208, HIST 210, HIST 339, HIST 369, HUM 254, PSCI 324, REL 219, REL 322, SPAN 126, SPAN 127

## Math and Applied Science

MATH 215            Statistics

Math:                1 course to be selected from MATH 117, MATH 122, or MATH 190

Science:  
ESCI 243            1 course to be selected from ESCI 233 or

Math/Science:    1 course to be selected from ECON, ESCI, MATH, or PSY

## Liberal Arts Core

### Interpreting Our Stories

Origins: 1 course to be selected from ENGL 235, ENGL 236, ENGL 314, HIST 201, HIST 207, HIST 315, HIST 355

Modern to Contemporary: 1 course to be selected from ENGL 237, ENGL 238, ENGL 315, HIST 202, HIST 208, HIST 339, HIST 359, HIST 360, HIST 369, or special topics in HIST or PSCI

### Examining The Human Condition

2 courses to be selected from HUM 244, Any course 200 or above in PHIL, PSCI, PSY, REL, SOC, or special topics in INTD

### Making Connections

LA            400            Liberal Arts Capstone

## Major Courses

### Required Courses:

CJM        209            Crime, Justice, and Society

CJM        210            Criminal Law and Procedure

CJM        302            Security Investigations

CJM	345	American Corrections
CJM	347	Emergency Planning
CJM	390	Criminal Justice Internship
CJM	480	Advanced Issues in Criminal Justice

**Elective Courses (four additional courses from those listed below):**

CJM	333	Physical Security
CJM	375	Research Methods
CJM	3xx*	Forensic Analysis and Interpretation
CJM	3xx*	Crime Scene/Fire Scene Investigation
CJM	417	Homeland Security/Terrorism
CJM	470	Special Topics in Criminal Justice
CJM	4xx*	Criminology
SOC	215	Juvenile Delinquency

\*Course under development had not been assigned course numbers at the time of catalog publication.

## Free Electives

19 credit-hours of electives

Total Credits Required: 120

NOTE: All courses are 3 credit-hours unless otherwise noted and may meet only one degree requirement.

## BA - Economics

Economics is the social science concerned with the study of people “in the ordinary business of life.” It examines the behavior of consumers, business firms, labor unions, government, and other decision makers who take part in the process whereby limited resources are allocated so as to best

satisfy people's wants and desires. The major in Economics provides the student with a unique opportunity to blend both theoretical and practical courses in a manner designed to develop decision-making skills. Students may choose courses according to their interests and vocational objectives. The student is exposed to a number of applied fields which focus on personal, local, regional, national, and international economic problems.

Economics majors have a wide variety of career options in both the private and public sectors. These include careers in state and local government, federal and international agencies, business, finance and banking, journalism, teaching, politics, and law. In addition, the Economics major provides an excellent foundation for graduate study in economics or other social sciences, business, law, or public administration. Internship opportunities are available for qualified applicants.

## General Education Courses

### Communication

College Writing: 1 course to be selected from ENGL 105 or ENGL 212 (Analytical Writing - Honors only course)

COMM 152 Effective Speaking

Critical Writing, Reading & Research: 1 course to be selected from CRIT 201, ENGL 213, ENGL 214, or other courses upon approval

Advanced Writing: 1 course to be selected from ENGL 320, ENGL 321, ENGL 342, ENGL 345, or ENGL 346

### Leadership and Professional Development

ITM 123 Digital Applications (1 credit)

LEAD 101 Learning to Lead

SEM 139 First-Year Professional Development Seminar (1 credit)

SEM 239 Sophomore Professional Development Seminar (1 credit)

SEM 339 Junior Professional Development Seminar (1 credit)

SEM 439 Senior Professional Development Seminar (1 credit)

Professional Development: 1 course to be selected from COMM 204, COMM 311, COMM 313, FIN 201, ITM 202, or LEAD 203

### Social and Behavioral Science

1 course to be selected from ECON 221 or ECON 222

1 course to be selected from GDS 216, HIST, INTD, or PSCI

1 course to be selected from COMM 247, COMM 310, ECON, HIST, PSY, or SOC

## Humanities and Global Values

Humanities: 2 courses to be selected from Art, Dance, Literature, Music, Philosophy, or Religion (Selections must be from two different disciplines.)

Global Values: 1 course to be selected from COMM 310, ECON 313, ENGL 235, ENGL 237, ENGL 238, ENGL 310, GDS 216, HIST 207, HIST 208, HIST 210, HIST 339, HIST 369, HUM 254, PSCI 324, REL 219, REL 322, SPAN 126, SPAN 127

## Math and Applied Science

MATH 215            Statistics

Math:                1 course to be selected from MATH 117, MATH 122, or MATH 190

Science:            1 course to be selected from ESCI 233 or  
ESCI 243

Math/Science:     1 course to be selected from ECON, ESCI, MATH, or PSY

## Liberal Arts Core

### Interpreting Our Stories

Origins: 1 course to be selected from ENGL 235, ENGL 236, ENGL 314, HIST 201, HIST 207, HIST 315, HIST 355

Modern to Contemporary: 1 course to be selected from ENGL 237, ENGL 238, ENGL 315, HIST 202, HIST 208, HIST 339, HIST 359, HIST 360, HIST 369, or special topics in HIST or PSCI

### Examining The Human Condition

2 courses to be selected from HUM 244, Any course 200 or above in PHIL, PSCI, PSY, REL, SOC, or special topics in INTD

## Making Connections

LA            400            Liberal Arts Capstone

## Major Courses

### Required Courses:

ECON	222	Principles of Macroeconomics
ECON	303	Prices and the Market System
ECON	304	Inflation, Employment, and National Income
ECON	307	Money, Banking, and the Economy

### Elective Courses (five additional courses in ECON from those listed below):

ECON	305	Labor Economics
ECON	309	World Economic Geography
ECON	352	American Economic History
ECON	370	Special Topics in Political Economy
ECON	412	International Economics
ECON	415	Urban and Regional Economics
ECON	470	Special Topics in Economics

### Free Electives

25 credit-hours of electives

Total Credits Required: 120

NOTE: All courses are 3 credit-hours unless otherwise noted and may meet only one degree requirement.

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## BA - English

The English program provides the student with in-depth knowledge of literature, the social and cultural contexts of literary works, critical theory, and written and oral expression. Through this program students will develop critical thinking, communication, and problem-solving skills –

attributes that employers increasingly value and require. As program graduates, students will possess the communications skills needed to succeed in a variety of positions in business, government, research, education, and publishing, as well as in cultural, entertainment, and communications organizations. Nichols English graduates have gone on to graduate school or pursued careers in education, law, and journalism.

## General Education Courses

### Communication

College Writing: 1 course to be selected from ENGL 105 or ENGL 212 (Analytical Writing - Honors only course)

COMM 152 Effective Speaking

Critical Writing, Reading & Research: 1 course to be selected from CRIT 201, ENGL 213, ENGL 214, or other courses upon approval

Advanced Writing: 1 course to be selected from ENGL 320, ENGL 321, ENGL 342, ENGL 345, or ENGL 346

### Leadership and Professional Development

ITM 123 Digital Applications (1 credit)

LEAD 101 Learning to Lead

SEM 139 First-Year Professional Development Seminar (1 credit)

SEM 239 Sophomore Professional Development Seminar (1 credit)

SEM 339 Junior Professional Development Seminar (1 credit)

SEM 439 Senior Professional Development Seminar (1 credit)

Professional Development: 1 course to be selected from COMM 204, COMM 311, COMM 313, FIN 201, ITM 202, or LEAD 203

### Social and Behavioral Science

1 course to be selected from ECON 221 or ECON 222

1 course to be selected from GDS 216, HIST, INTD, or PSCI

1 course to be selected from COMM 247, COMM 310, ECON, HIST, PSY, or SOC

## Humanities and Global Values

Humanities: 2 courses to be selected from Art, Dance, Literature, Music, Philosophy, or Religion (Selections must be from two different disciplines.)

Global Values: 1 course to be selected from COMM 310, ECON 313, ENGL 235, ENGL 237, ENGL 238, ENGL 310, GDS 216, HIST 207, HIST 208, HIST 210, HIST 339, HIST 369, HUM 254, PSCI 324, REL 219, REL 322, SPAN 126, SPAN 127

## Math and Applied Science

MATH 215            Statistics

Math:                1 course to be selected from MATH 117, MATH 122, or MATH 190

Science:            1 course to be selected from ESCI 233 or ESCI 243

Math/Science:     1 course to be selected from ECON, ESCI, MATH, or PSY

## Liberal Arts Core

### Interpreting Our Stories

Origins: 1 course to be selected from ENGL 235, ENGL 236, ENGL 314, HIST 201, HIST 207, HIST 315, HIST 355

Modern to Contemporary: 1 course to be selected from ENGL 237, ENGL 238, ENGL 315, HIST 202, HIST 208, HIST 339, HIST 359, HIST 360, HIST 369, or special topics in HIST or PSCI

### Examining The Human Condition

2 courses to be selected from HUM 244, Any course 200 or above in PHIL, PSCI, PSY, REL, SOC, or special topics in INTD

## Making Connections

LA            400            Liberal Arts Capstone

## Major Courses

**Group I (1 required)**

ENGL 213 Introduction to Literature

**Group II (3 required)**

ENGL 235 World Literature I

ENGL 236 World Literature II

ENGL 237 World Literature III

ENGL 238 World Literature IV

**Group III (4 required)**

ENGL 214 Culture and Identity in Literature

ENGL 310 Themes in Literature

ENGL 319 Poetry

ENGL 327 Drama

ENGL 411 Major Authors in Literature

ENGL 470 Special Topics in English

ENGL 490 Internship in English

REL 323 Biblical Literature

**Group IV (1 required)**

ENGL 320 Fiction Writing

ENGL 321 Professional Writing

ENGL 342 Sportswriting

ENGL 345 Non-Fiction Writing

ENGL 346 Journalism

**Group V (1 required)**

ENGL 314 American Literature I

ENGL 315 American Literature II

## **Group VI (1 required)**

ENGL 481 Senior Thesis (1 credit-hour)

## **Free Electives**

19 credit-hours of electives

Total Credits Required: 120

NOTE: All courses are 3 credit-hours unless otherwise noted and may meet only one degree requirement.

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# **BA - Mathematics**

Mathematics students hone their skills in deductive reasoning and quantitative analysis. As such, they develop strong foundations for success in the business world – particularly in those capacities requiring multi-tasking and focused decision-making capabilities. In this program, students will learn the mathematical theories, computational techniques, and algorithms that mathematicians use to solve economic, scientific, engineering, physics, and business problems. Graduates of this program can pursue careers across virtually every industry, including: insurance, education, health care, financial services, government agencies, and emerging technology.

## **General Education Courses**

### **Communication**

College Writing: 1 course to be selected from ENGL 105 or ENGL 212 (Analytical Writing - Honors only course)

COMM 152 Effective Speaking

Critical Writing, Reading & Research: 1 course to be selected from CRIT 201, ENGL 213, ENGL 214, or other courses upon approval

Advanced Writing: 1 course to be selected from ENGL 320, ENGL 321, ENGL 342, ENGL 345, or ENGL 346

### **Leadership and Professional Development**

ITM 123 Digital Applications (1 credit)

LEAD	101	Learning to Lead
SEM	139	First-Year Professional Development Seminar (1 credit)
SEM	239	Sophomore Professional Development Seminar (1 credit)
SEM	339	Junior Professional Development Seminar (1 credit)
SEM	439	Senior Professional Development Seminar (1 credit)

Professional Development: 1 course to be selected from  
COMM 204, COMM 311, COMM 313, FIN 201, ITM 202, or LEAD 203

## Social and Behavioral Science

1 course to be selected from ECON 221 or ECON 222

1 course to be selected from GDS 216, HIST, INTD, or PSCI

1 course to be selected from COMM 247, COMM 310, ECON, HIST, PSY, or SOC

Humanities and Global Values

Humanities: 2 courses to be selected from Art, Dance, Literature, Music, Philosophy, or Religion  
(Selections must be from two different disciplines.)

Global Values: 1 course to be selected from COMM 310,  
ECON 313, ENGL 235, ENGL 237, ENGL 238, ENGL 310,  
GDS 216, HIST 207, HIST 208, HIST 210, HIST 339, HIST 369, HUM 254, PSCI 324, REL 219, REL 322,  
SPAN 126, SPAN 127

## Math and Applied Science

MATH 215            Statistics

Math:                1 course to be selected from MATH 117, MATH 122, or MATH 190

Science:            1 course to be selected from ESCI 233 or ESCI 243

Math/Science:    1 course to be selected from ECON, ESCI, MATH, or PSY

## Liberal Arts Core

### Interpreting Our Stories

Origins: 1 course to be selected from ENGL 235, ENGL 236, ENGL 314, HIST 201, HIST 207, HIST 315, HIST 355

Modern to Contemporary: 1 course to be selected from ENGL 237, ENGL 238, ENGL 315, HIST 202, HIST 208, HIST 339, HIST 359, HIST 360, HIST 369, or special topics in HIST or PSCI

## Examining The Human Condition

2 courses to be selected from HUM 244, Any course 200 or above in PHIL, PSCI, PSY, REL, SOC, or special topics in INTD

## Making Connections

LA 400 Liberal Arts Capstone

## Major Courses

### Required Courses:

MATH 191 Calculus II

MATH 215 Statistics I

MATH 229 Calculus III

MATH 348 Linear Algebra

MATH 442 Abstract Algebra

### Mathematics Elective Courses:

Six additional courses in Mathematics at the 300 – 400 level

## Free Electives

19 credit-hours of electives

Total Credits Required: 120

NOTE: All courses are 3 credit-hours unless otherwise noted and may meet only one degree requirement.

# BA - Psychology

A degree in psychology can prepare you for a wide variety of career paths. Our Psychology majors are known for their strong communication skills, understanding of human behavior, problem-solving skills, and ability to collect, organize, and analyze information. Our graduates are well-positioned to pursue further graduate training.

The Psychology curriculum challenges students to critically evaluate complex issues in today's world by exploring the science of human thought and behavior. From core and foundation courses that address general concepts and theoretical perspectives, to specialized electives that allow you to delve more deeply into specific areas of interest. Working closely with their advisor, students are encouraged to combine electives to form a thematic concentration that is personally and professionally meaningful.

Because psychology examines how and why people act, think, and feel, the Psychology Major (or Minor) is particularly useful when combined with other disciplines such as criminal justice, marketing, business communication, and management.

The Psychology Faculty is committed to service as teachers and mentors, helping students define their professional goals both in and out of the classroom through research projects, teaching assistant opportunities, internships and independent study. Students can participate in community service through the Psychology Club and other campus organizations. Students who excel academically may apply to join the Psi Chi National Honor Society in Psychology.

## General Education Courses

### Communication

College Writing: 1 course to be selected from ENGL 105 or ENGL 212 (Analytical Writing - Honors only course)

COMM 152 Effective Speaking

Critical Writing, Reading & Research: 1 course to be selected from CRIT 201, ENGL 213, ENGL 214, or other courses upon approval

Advanced Writing: 1 course to be selected from ENGL 320, ENGL 321, ENGL 342, ENGL 345, or ENGL 346

### Leadership and Professional Development

ITM 123 Digital Applications (1 credit)

LEAD 101 Learning to Lead

SEM	139	First-Year Professional Development Seminar (1 credit)
SEM	239	Sophomore Professional Development Seminar (1 credit)
SEM (1 credit)	339	Junior Professional Development Seminar
SEM (1 credit)	439	Senior Professional Development Seminar

Professional Development: 1 course to be selected from  
COMM 204, COMM 311, COMM 313, FIN 201, ITM 202, or LEAD 203

## Social and Behavioral Science

1 course to be selected from ECON 221 or ECON 222

1 course to be selected from GDS 216, HIST, INTD, or PSCI

1 course to be selected from COMM 247, COMM 310, ECON, HIST, PSY, or SOC

## Humanities and Global Values

Humanities: 2 courses to be selected from Art, Dance, Literature, Music, Philosophy, or Religion  
(Selections must be from two different disciplines.)

Global Values: 1 course to be selected from COMM 310,  
ECON 313, ENGL 235, ENGL 237, ENGL 238, ENGL 310,  
GDS 216, HIST 207, HIST 208, HIST 210, HIST 339, HIST 369, HUM 254, PSCI 324, REL 219, REL 322,  
SPAN 126, SPAN 127

## Math and Applied Science

MATH 215            Statistics

Math:                1 course to be selected from MATH 117, MATH 122, or MATH 190

Science:  
ESCI 243            1 course to be selected from ESCI 233 or

Math/Science:    1 course to be selected from ECON, ESCI, MATH, or PSY

## Liberal Arts Core

### Interpreting Our Stories

Origins: 1 course to be selected from ENGL 235, ENGL 236, ENGL 314, HIST 201, HIST 207, HIST 315, HIST 355

Modern to Contemporary: 1 course to be selected from ENGL 237, ENGL 238, ENGL 315, HIST 202, HIST 208, HIST 339, HIST 359, HIST 360, HIST 369, or special topics in HIST or PSCI

## Examining The Human Condition

2 courses to be selected from HUM 244, Any course 200 or above in PHIL, PSCI, PSY, REL, SOC, or special topics in INTD

## Making Connections

LA 400 Liberal Arts Capstone

## Major Courses

### Required Courses:

PSY 151 General Psychology  
PSY 375 Statistics for the Social Sciences  
PSY 475 Research Seminar in Applied Psychology

### Psychology Foundations (4 required)

PSY 278 Abnormal Psychology  
PSY 308 Psychology of Temperament  
PSY 311 Brain and Behavior  
PSY 312 Life Span Development  
PSY 372 Counseling Psychology  
PSY 374 Cognition, Learning and Memory  
PSY 462 Social Psychology

### Psychology Electives (3 required from courses listed below or additional selections from Psychology Foundation courses listed above)

PSY 277 Psychology of Adolescence

PSY 342 Group Dynamics

PSY designation) Special Topics in Psychology (may be taken more than once at 270, 370 or 470)

PSY 490 Internship in Psychology

## Free Electives

22 credit-hours of electives

Total Credits Required: 120

NOTE: All courses are 3 credit-hours unless otherwise noted and may meet only one degree requirement.

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## BA - History

The Liberal Arts core curriculum combined with carefully selected upper level History offerings produces graduates who are capable of critical, logical, scientific thinking; appreciative of the aesthetic and ethical aspects of life; and are dedicated to lifelong learning.

Our program immerses students in U.S. and world history to help enhance multicultural proficiency in the workplace and society. As a history graduate with strong skills in historical research and analysis, students will be well-prepared for careers in fields such as education, law, government, business, publishing, public relations, writing, research, or a career in teaching. In addition, a growing public interest in regional history has created employment opportunities for historians in museums, historical sites, archives, and historic preservation societies.

## General Education Courses

### Communication

College Writing: 1 course to be selected from ENGL 105 or ENGL 212 (Analytical Writing - Honors only course)

COMM 152 Effective Speaking

Critical Writing, Reading & Research: 1 course to be selected from CRIT 201, ENGL 213, ENGL 214, or other courses upon approval

Advanced Writing: 1 course to be selected from ENGL 320,

## Leadership and Professional Development

ITM	123	Digital Applications (1 credit)
LEAD	101	Learning to Lead
SEM	139	First-Year Professional Development Seminar (1 credit)
SEM	239	Sophomore Professional Development Seminar (1 credit)
SEM	339	Junior Professional Development Seminar (1 credit)
SEM	439	Senior Professional Development Seminar (1 credit)

Professional Development: 1 course to be selected from  
COMM 204, COMM 311, COMM 313, FIN 201, ITM 202, or LEAD 203

## Social and Behavioral Science

1 course to be selected from ECON 221 or ECON 222

1 course to be selected from GDS 216, HIST, INTD, or PSCI

1 course to be selected from COMM 247, COMM 310, ECON, HIST, PSY, or SOC

### Humanities and Global Values

Humanities: 2 courses to be selected from Art, Dance, Literature, Music, Philosophy, or Religion  
(Selections must be from two different disciplines.)

Global Values: 1 course to be selected from COMM 310,  
ECON 313, ENGL 235, ENGL 237, ENGL 238, ENGL 310,  
GDS 216, HIST 207, HIST 208, HIST 210, HIST 339, HIST 369, HUM 254, PSCI 324, REL 219, REL 322,  
SPAN 126, SPAN 127

## Math and Applied Science

MATH 215                      Statistics

Math:                              1 course to be selected from MATH 117, MATH 122, or MATH 190

Science:                            1 course to be selected from ESCI 233 or

ESCI 243

Math/Science: 1 course to be selected from ECON, ESCI, MATH, or PSY

## Liberal Arts Core

### Interpreting Our Stories

Origins: 1 course to be selected from ENGL 235, ENGL 236, ENGL 314, HIST 201, HIST 207, HIST 315, HIST 355

Modern to Contemporary: 1 course to be selected from ENGL 237, ENGL 238, ENGL 315, HIST 202, HIST 208, HIST 339, HIST 359, HIST 360, HIST 369, or special topics in HIST or PSCI

### Examining The Human Condition

2 courses to be selected from HUM 244, Any course 200 or above in PHIL, PSCI, PSY, REL, SOC, or special topics in INTD

### Making Connections

LA 400 Liberal Arts Capstone

## Major Courses

### Required Courses:

HIST	201	United States History to 1865
HIST	202	United States History from 1865
HIST	208	World Civilizations II
HIST	359	United States History Since 1945
HIST	369	World History Since 1945
HIST	480	Seminar in History

### History Elective Courses (four additional courses in History)

HIST	315	Constitution and American Democratic Tradition
HIST	322	Women in American Society

HIST	339	History of Modern Europe Since 1815
HIST	340	Political and Historical Leaders
HIST	352	American Economic History
HIST	355	Civil War
HIST	356	The American West
HIST	360	America and Vietnam
HIST	470	Special Topics in History
HIST	490	Internship in History

## Free Electives

22 credit-hours of electives

Total Credits Required: 120

NOTE: All courses are 3 credit-hours unless otherwise noted and may meet only one degree requirement.

## Minors in Business

Minors are available in the following areas. A student pursuing a minor must complete four courses in an area from those listed below and earn a 2.0 or above in the subject area. Minor courses may satisfy free elective requirements only. A student must have on file a Declaration of Minor form, available online and in the Registrar's Office.

### Accounting

ACCT	241	Intermediate Accounting I
ACCT	242	Intermediate Accounting II
		and two from
ACCT	343	Cost Accounting
ACCT	402	Federal Taxes

ACCT 403 Advanced Federal Taxes

## Criminal Justice Management

CJM 209 Crime, Justice and Society

CJM 210 Criminal Law and Procedure

and two from

CJM 302 Security Investigations

CJM 333 Physical Security

CJM 347 Emergency Planning

CJM 417 Homeland Security/Terrorism

## Economics

ECON 303 Prices and the Market System

or

ECON 304 Inflation, Employment and National Income

and

ECON 3 Economics electives

## Finance

ACCT 402 Federal Taxes

ECON 307 Money, Banking and the Economy

FIN 325 Corporate Finance

FIN 330 Investments

FIN 432 Financial Planning

## Hospitality Management

HSP	211	Introduction to the Hospitality Industry and three from (2 of which must be HSP courses)
HSP	341	Casino Management
HSP	351	Resort and Conference Management
HSP	361	Hospitality Facility Operations
HSP	371	Performance Management in the Hospitality Industry
One HSP	300/400	Hospitality Elective
HSP	470	Special Topics in Hospitality
HSP	490	Internship in Hospitality Management
MKTG	361	Consumer Marketing
SMGT	367	Sport Marketing
SMGT	470	Special Topics in Sport Management (if Hospitality related)

## Human Resource Management

HRM	213	Human Resource Management and two from
HRM	343	Assessment and Staffing
HRM	344	Developing and Motivating Human Potential
HRM	443	Compensation and Benefits
HRM	470	Special Topics in Human Resource Management
HRM	481	International Human Resource Management
HRM	490	Internship in Human Resource Management and one additional course from above or from the list below
COMM	310	Intercultural Communications

ECON	305	Labor Economics
IBUS	287	International Management
MGMT	389	Management of Innovation and Change
MKCM	312	Managerial Communications
PSY	342	Group Dynamics
PSY	372	Counseling Psychology

## Integrated Marketing Communication

MKCM	361	Consumer Marketing
		and three from the list below (at least one must be 400-level)
COMM	310	Intercultural Communication
COMM	311	Visual Communication
MKCM	312	Managerial Communication
MKCM	316	Mass Media and Public Relations
MKCM	362	Business Marketing
MKCM	3xx	Social Media Strategy
MKCM	433	Marketing Research
MKCM	434	International Marketing
MKCM	435	Marketing Communication
MKCM	436	Sales Management
MKCM	470	Special Topics in Integrated Marketing Communication
MKCM	490	Internship in Integrated Marketing Communication

## International Business

IBUS	287	International Management
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IBUS	309	World Economic Geography
IBUS	412	International Economics
IBUS	434	International Marketing
IBUS	444	Advanced Economies and Emerging Markets
IBUS	470	Selected Topics in International Business

## Management

HRM	213	Human Resource Management
MGMT	287	International Management
MGMT	378	Entrepreneurial Management
MGMT	389	Management of Innovation and Change
MGMT	429	Current Issues in Management
MGMT	482	Management Seminar

## Sport Management

SMGT	251	Introduction to Sport Management and three from
SMGT	297	Sport Practicum
SMGT	352	Sport in Society
SMGT	367	Sport Marketing
SMGT	368	Sport Finance
SMGT	459	Sport Law
SMGT	460	Athletics Administration
SMGT	462	Sport Communications
SMGT	463	Sport Event Management

SMGT	464	Sponsorship and Sales
SMGT	469	Coaching Administration and Management
SMGT	470	Special Topics in Sport Management

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## Business Administration Minor

The Business Administration Minor was designed for Liberal Arts students seeking a general introduction to the core principles of business. The minor is 15 credits offering students choice in a preferred area of interest(s) for 6 credits. Combined with a Liberal Arts degree the student is better prepared to lead in the operational aspects of their chosen field.

### Business Administration

ACCT	238	Financial Accounting
MGMT	227	Leading and Managing Organizations
MKCM	202	Principles of Marketing
		choose one from
ITM	209	Information Management and Analytics
FIN	203	Principles of Finance
LSB	327	Business Law and Ethics

Plus 3 additional credits from the Business Curriculum (students select an area of interest)

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## Certificate in Entrepreneurship

The Entrepreneurship Certificate program is intended to provide an opportunity for students interested in Entrepreneurship to pursue their chosen academic concentration while concurrently pursuing a Certificate in Entrepreneurship. The certificate requires 12 credits of coursework, consisting of 4 three-credit courses, 2 of which can be double counted as part of the student's academic program. Students are strongly encouraged to take EPS 227 as the prerequisite for these courses, but MGMT 227 will also suffice.

EPS	378	Entrepreneurial Management
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EPS	385	Business Finance for Entrepreneurs
EPS	386	Sales and Marketing for Entrepreneurs
EPS	480	Entrepreneurship Action Research Project

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## Minors in Liberal Studies

Minors in the Liberal Arts may be selected from those listed below. A student pursuing a minor must complete four courses in one area from those listed below. Minor courses may satisfy free elective requirements only. A student must have on file a Declaration of Minor form, available online and in the Registrar's Office.

### English

Any four courses having an ENGL prefix, two of which may have a course number of 200

### History

Four courses with a HIST prefix with not more than one having a course number of 200 and the rest having a course number of 300 or higher

### Mathematics

MATH 191 Calculus II

Three additional courses having a MATH prefix and a course number of MATH 229 or higher

### Psychology

Any four courses having a PSY prefix and a course number of 200 or higher

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## Liberal Arts Minor

Students completing a BSBA have the option of completing the twelve-credit Liberal Arts Minor. The Liberal Arts Minor allows business students great flexibility and facilitates exploration in the liberal arts. Course offerings include topics in English, History, Humanities and the Social Sciences. By broadening the idea of a minor beyond that of a single discipline, the Liberal Arts Minor will

encourage an interdisciplinary approach to education.

## Liberal Arts

(for students pursuing a Business concentration only)

### Interpreting Our Stories

Origins, 1 from: ENGL 235, ENGL 236, ENGL 314, HIST 201, HIST 207, HIST 315, HIST 355

Modern to Contemporary, 1 from: ENGL 237, ENGL 238, ENGL 315, HIST 202, HIST 208, HIST 339, HIST 359, HIST 360, HIST 369; special topics in HIST and PSCI

### Examining The Human Condition

2 from: HUM 244, Any course 200 or above in PHIL, PSCI, REL, SOC, or Special topics in INTD

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## Gender and Diversity Studies Minor

The Gender and Diversity Studies Minor (GDSM) explores gender awareness and diverse identities from interdisciplinary perspectives. The approach will help to develop critical thinking in various fields, cultural intelligence, and gender sensitivity, all of which are essential components for diversity management. Integrating Liberal Arts and Business course offerings, the GDSM blends practical and theoretical approaches in its critical analyses of gender, race, class, and sexuality. Students are required to complete a total of 12 credits, or four courses, to fulfill the requirements of the minor.

GDS 216 Introduction to Gender and Diversity Studies

GDS 416 Gender and Diversity Studies Capstone

and two approved electives from the following lists

Choose 1 from Business: COMM 310, COMM 313, ECON 333, ECON 412, ECON 415, HRM 305, HRM 344, IBUS/MGMT 287, MKCM 361

Choose 1 from Liberal Arts: HIST 322, HIST 369, HUM 254, INTD 317, PSCI 324, PSY 209, PSY 343, PSY 344, PSY 424, REL 219

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# Special Academic Programs

## 4+1 Master of Business Administration Program

Current Nichols day program students who are specializing in a Business field and are interested in earning a Master of Business Administration (MBA) at Nichols can apply to the 4+1 MBA program at any time. If accepted, students will be enrolled in seven graduate credits (three courses) during senior year at no additional cost. Students must be full-time day students and should not exceed 15 undergraduate credits in each semester of their senior year in order to avoid any graduate tuition charges. After graduating with a bachelor's degree, students in the program can then complete the MBA coursework in as few as 12 months. For more information on this program, contact the Nichols College Division of Graduate and Professional Studies. A minimum grade point average (GPA) of 3.0 is required.

## 4+1 Master of Science in Accounting Program

Current Nichols day program students who are specializing in the accounting discipline and are interested in earning a Master of Science in Accounting (MSA) at Nichols can apply to the 4+1 MSA program at any time. If accepted, students will be enrolled in seven graduate credits (three courses) during senior year at no additional cost. Students must be full-time day students and should not exceed 15 undergraduate credits in each semester of their senior year in order to avoid any graduate tuition charges. After graduating with a bachelor's degree with a major in accounting, students in the program can then complete the MSA coursework in as few as 12 months. Once completed, students will have the 150 college credits needed to sit for the CPA exam. For more information on this program, contact the Nichols College Division of Graduate and Professional Studies. A minimum grade point average (GPA) of 3.0 is required.

## Accelerated Degree Program in Accounting

Students who are considering a major in accounting and want to become a CPA can take advantage of the Nichols accelerated program in accounting. Students in this program can earn a BSBA and MBA in as little as four years. To be considered, students must have a high school GPA above 3.0 and declare intent upon entering their first year or during freshman year at Nichols. If accepted into the program, students will follow an accelerated course schedule during all four years, and must maintain a minimum 3.0 GPA throughout the program. After graduating with a bachelor's degree following the third year, students will then complete the MSA coursework in as little as 12 months.

## Bison Bridge Program

The Bison Bridge program provides students with support as they transition from high school to college. Open to all students, the 5-day, residential program focuses on both academic and social preparation for success at Nichols. Throughout the program students will develop academic success skills through a variety of workshop topics, including college writing and college math. These

workshops will help students understand the rigors of college courses, as well as help them familiarize themselves with campus technology (Moodle, PaperCut, MyNichols) and the expectations of college professors. Students will meet with a variety of key members of campus and be able to familiarize themselves with campus resources. This is a non-credit bearing program, however all students participating will be registered for the same section of First-Year PDS (SEM 139), taught by their Academic Advisor.

## Emerging Leaders Program

The Emerging Leaders Program is for students seeking to learn more about leadership through experiential learning opportunities. Students will develop a strong leadership foundation with a focus on the strengthening of the following attributes: achievement, collaboration, creativity, integrity, knowledge, and social responsibility.

The Emerging Leaders Program is open to all students who have completed LEAD 101 with a B- or higher. This is a non-credit bearing program; however, students completing the program receive a leadership distinction upon graduation. Upon acceptance into the program students will participate in a variety of activities, including networking opportunities, career-related experience, and a leadership summit experience during which students travel together to a selected destination.

Students completing this program will emerge with stronger communication skills, and strengthened abilities to persuade, to make decisions, and ultimately, to assume leadership positions in their chosen fields.

### Program Requirements

#### Description

#### # Required

- |  |   |          |
|--|---|----------|
| <p>I. LEAD101 – Learning to Lead leadership: semester.</p> <p>Achieve B- (2.7) or higher in LEAD101 and an overall C+ (2.3) cumulative GPA</p> | <p>Nichols foundational course in Grade Requirement: Join your First Year cohort either fall or spring</p>  | <p>1</p> |
| <p>II. Declaration Day Attend 1</p>  | <p>A networking event to formally enter and commit to the Emerging Leaders Program:</p> <p>Meet successful Nichols College Alumni in leadership roles in our surrounding communities and hear their personal success stories and views on leadership.</p> | <p>1</p> |
| <p>III. Speakers &amp; Workshops Attend 6 over the course of the</p>   | <p>Speaker events and workshops on leadership,</p>  | <p>6</p> |

mind:  
category.

developed with you in  
program. A minimum of 2 in each

Reflect on others experiences as you consider and  
develop your own personal style. Personal leadership  
styles and experiences are wide and varied.

IV. Campus Experience  
roles:

On-campus leadership  
Participate in 1

Experience a leadership role right on campus to fully  
realize your leadership potential. Learning takes place  
both in and out of the classroom.

V. Career Experience  
experiences:

Career  
Complete 1

Demonstrate your goals and career related experience  
through your internships and employment outside of  
class. Successful leaders set career goals early in their  
lives. They experience a variety of work environments as  
part of their education and goal development process.

VI. Community Involvement  
Volunteerism:

Complete 24 hours

Demonstrate your commitment to social responsibility  
by performing community service in a surrounding  
community.

VII. Leadership Summit  
year: Attend during spring semester

A leadership capstone for students in their senior

senior year

Travel to a destination together to receive your  
leadership designation.

# Nichols College Honors Scholar Program

The Honors Scholar Program offers highly motivated and academically promising full-time students in the baccalaureate degree programs at Nichols the opportunity to develop their intellectual potential to the fullest and to receive special recognition for outstanding academic achievement. It is an alternative and additional means for talented students to be recognized for their intellectual initiative and success beyond that associated with the traditional graduation honors. Honors Scholar candidates have the opportunity and challenge of working closely with leading members of the faculty as they pursue a specially designed, rigorous, and rewarding educational experience.

**Joining the Program** Joining the program is easy—with qualifications: The Honors Scholar Program requires a minimum cumulative GPA of 3.4 and a 3.4 GPA or higher within the Honors Program courses, along with approval by an Honors Scholar Program Advisor. Current students with a cumulative GPA of 3.4 are encouraged to contact an Honors Scholar Program Advisor: Dr. Hans G. Despain, Program Chair (email: [hans.despain@nichols.edu](mailto:hans.despain@nichols.edu)); or Dr. Kellie Deys, Program Director (email: [kellie.deys@nichols.edu](mailto:kellie.deys@nichols.edu)). Incoming freshmen are also encouraged to contact the Office of Admissions.

Seven special Honors (H) courses compose the Honors Scholar Program. Six courses will be completed - one per semester - over the first three years of study. Four lead-in Level I & II Honors courses offered in the first and second year of study will enhance academic skills and awareness of key issues prior to undertaking two advanced electives (Level III) during the third year of study. In the fourth year, Honors Scholar candidates will enroll in the final course - the capstone interdisciplinary Honors Seminar. Therefore students must complete three courses at the 300/400 level (including the Honors Seminar).

Honors courses should be taken in the approximate sequence in which they are offered. That is, Level I courses should be taken prior to Level II; and, Level III electives should be undertaken after the completion of Levels I & II and prior to the Honors Seminar.

Students who have maintained a 3.4 quality point average overall and a 3.4 quality point average in Honors courses will be eligible to enroll in the Honors seminar.

The Honors Curriculum (This is an example of possible semester course offerings. There are additional Honors course offerings and courses are subject to evolve.)

Year	Fall	Spring
Freshman 201H: Critical Writing, Reading, and Research	ENGL 212H: Analytical Writing	CRIT
Sophomore 243H Physical World	ECON 221H: Microeconomics	ESCI

or

327H Business Law & Ethics

LSB

Junior

Special Topic Course 300 level

ENGL

345H: Non-Fiction Writing

or

Special Topic Course 300/400 level

Senior

HONR 480H: Honors Seminar

OPEN

Special Activities for Honors Scholars The Honors Scholar Program has a number of special features:

- Honors courses offer a very interactive learning experience.
- Students make lifelong connections with faculty and peers in the program.
- The Honors Scholar Program offers interdisciplinary courses.
- Some courses are team taught, which offers to students increased access to a greater number of faculty members and different points of views and perspectives in the classroom.
- Many courses have guest speakers, media nights, and unique course design and course projects.
- Each semester, the Honors program has a dinner to announce upcoming courses and events, and to provide general interaction amongst program participants (i.e. Honors Scholars, Faculty, and Honors Steering Committee members).
- In the fall of junior year, all Honors Scholars in good academic standing are invited to participate in the Nichols College Honors Trip, which occurs in March during spring break. The destination is agreed upon by eligible Honors Scholars. The trip is intended to foster academic interaction, offer enriching cultural experiences, broaden social awareness, encourage civic involvement, and otherwise to simply have fun with other Honors Program participants.
- There is special recognition and awards for Honors Scholars at Commencement.

# Internship Programs

Nichols College strongly believes in the value of internships and encourages all students to complete at least one during their college experience. Through internships, students are able to apply academic coursework to real world projects and business situations. Internships provide students with opportunities to explore career fields and industries of interest, while simultaneously expanding their professional networks. They enhance resumes and are very beneficial to our graduates, whether they are entering the job market upon graduation or applying to graduate school.

Students in all majors can earn academic credit for internships if they choose to. Six majors – Criminal Justice Management, Hospitality Management, Human Resource Management, Integrated Marketing Communication, International Business, and Sport Management – require students to complete academic internships of varying credits before graduating. Please see program descriptions for specific requirements. To be eligible for academic credit, students must fulfill a minimum of 120 hours per three credit internship, have a minimum GPA of 2.5 or better, and have completed at least 60 hours of classroom instruction. Internships can take place in the fall semester, spring semester, or over the summer. The internship approval process, which takes place online via Road to Success, must be completed prior to the end of add/drop during the semester they are interning. Students who are not required to earn academic credit for internships, and prefer not to, are still encouraged to complete experiential internships. All internships, academic and experiential, need to be reported to the Career and Professional Development Center (CPDC). Please email or visit the CPDC for assistance with the internship approval process and any other questions.

The College provides a number of resources to assist students with securing internships. Students, faculty, and staff work together to locate opportunities using their professional networks and web resources. The CPDC hosts a database, Road to Success, which lists hundreds of internship opportunities each semester. Students also have free access to Career Shift, a software tool that allows students to conduct tailored internship searches, access employer contact information, and manage their application process. Each February, the College hosts a Career and Internship Fair for students and alumni, attended by 65+ employers. A number of companies also conduct on campus interviews in the CPDC each semester. Students have the ability to reserve Skype equipped interview rooms as well.

Each intern earning academic credit is required to develop an internship proposal called the “learning contract.” The learning contract specifies the student intern’s learning objectives, work responsibilities, and the academic requirements set forth by the faculty sponsor (reading and research assignments, blogging, portfolios, etc.). The sponsoring company’s responsibilities to the student intern are specified carefully in the learning contract. Please contact the CPDC for more information regarding internships.

# Institute for Women's Leadership (IWL)

Through campus initiatives, community connections, research analysis, and thought leadership, IWL focuses on the issues and challenges impacting women in business. IWL's mission is to develop the leadership potential of our female students, and to serve as a resource and authoritative voice on women's leadership for the community at large. Opportunities for students include interacting with visiting professionals, attending conferences and events, hearing guest speakers, volunteering, and internships.

IWL was created in 2013 under the direction of President Susan Engelkemeyer and the Board of Trustees, in recognition of the unique leadership potential that exists within all of our students, and the importance of the rapidly changing workplace to both current and future leaders. Information can be found at [iwl.nichols.edu](http://iwl.nichols.edu) and on Twitter @IWL\_nichols.

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## Robert C. Fischer Institute for Policy and Culture

The Robert C. Fischer Institute for Policy and Culture of Nichols College is home to the Cultural Enrichment Program. The Fischer Institute gives opportunities outside the classroom for students to think critically through exposure to worldwide contemporary issues and ideas across disciplines and cultures. During the academic year, Fischer-sponsored events are promoted through social media, by faculty endorsement, and on print and electronic media.

Cultural Enrichment Program (CEP) –  
A Graduation Requirement

The Cultural Enrichment Program is an administrative degree requirement for participation in the offering of the Robert C. Fischer Institute for Policy and Culture. The purpose of this program is to expose the student to a rich variety of shared experiences outside of the classroom each academic year.

Required: 16 Cultural Credits

- Over four years, full-time day students earn one “cultural credit” for participating in each Fischer-designated offering to fulfill their graduation requirement of 16 total
- Transfer students fulfill a required total that is determined by the number of their full-time (day) semesters at Nichols, 2 per semester
- Through the Program Evaluation on WebAdvisor in the myNichols portal, students and their Academic Advisors may access the total number of cultural credits needed and the total number attended

CEP Policy and Administration:

- Students bear individual responsibility to gain the required number of cultural credits to graduate
- To stay on track for graduation, students participate in a suggested minimum of two offerings per semester/four per academic year
- The Fischer Institute manages participation and attendance records for all Fischer-sponsored offerings
- The Fischer Institute promotes all qualifying events and offerings through electronic, print, and social media throughout the academic year
- Off campus residents, students with work responsibilities, and student-athletes take advantage of the varied schedule of Fischer offerings for good planning
- Students are responsible to turn in their own attendance form
- There are no make-up or alternate assignments

### Cultural Credits (“Culturals”)

Each semester, Nichols College students complete two “cultural credits” by attending dedicated programs. Examples of designated programs: all Fischer signature programs; Fischer-sponsored programs; student organization/Fischer collaborative programs; faculty/Fischer collaborative programs; away-experiences upon request (study abroad semester and faculty-led travel experiences, Nichols-sponsored short term travel).

### Fischer Institute Signature Programs

**LEAD 101 Young Leaders Series** In the first year, Nichols students take Learning to Lead, LEAD 101. The Fischer Institute provides an outside speaker event that enhances course content. LEAD 101 students in the fall or spring semesters are inspired by leaders from around the country who have been identified as true leaders and social change makers.

**Fischer Film Festival** Understanding that culture is powerfully transferred through film, the Fischer Institute collaborates with faculty, clubs, students organizations, and the rising senior class to choose a set of films around important themes. These films are screened during the academic year.

**Fischer Fishbowls** To open or continue the community-wide conversation on controversial issues, the Fischer Institute teams up with faculty and students to bring this moderated, well-attended event each semester. The hallmark of this program is its cross-disciplinary nature; faculty from various disciplines tackle difficult topics from the perspective of their expertise, producing a well-rounded, multifaceted look at hot topics.

**International Speaker Series** The Fischer Institute collaborates with internationally connected business faculty to bring internationally known speakers to campus each year. Topics have ranged from leadership in business, to creativity in business, to finding a place in the ever-shrinking global

# Office for International Engagement (OIE)

The Office for International Engagement (OIE) at Nichols College, located in the Fels Student Center, Room 315, is home to Faculty-Led Course-Related Travel, International Internships, Study Abroad, and International Students Services. We encourage Nichols students to glimpse their personal and professional potential through immersion. Short term and extended away-experiences are options. We promote safe ex-patriate behavior, novel personal growth, openness to life-changing experiences, and enhanced academic profile.

## OIE Administered Programs

**Faculty-led Travel** At Nichols College, students may gain international experience through course-related, faculty-led travel programs. Faculty may design special courses that are part of the required curriculum in the Business and Liberal Arts disciplines to offer students a global perspective, combining classroom and experiential learning. The cost of travel is the responsibility of students. Students must be in good academic standing, be in good standing with Student Affairs, and agree to the Nichols College away-experiences travel policy to participate in faculty-led trips.

**International Internships** International internships are available for Nichols students. Sport Management, Hospitality Management, and International Business, for example, have encouraged their students to take advantage of this competitive-edge programming. Minimum GPAs, good standing with Student Affairs, and agreement to the Nichols College away-experiences travel policy are prerequisite for international programs.

**International Students Services** Nichols attracts international students from all over the globe. International students' diverse cultural perspectives and curiosity about American culture allow them to stand out as change-agents on campus. The Fischer Institute is home to international orientation, acclimation help, F-1 student services, and international advising. OIE also provides specialized cultural visits and facilitates home-stay arrangements for those international students remaining on campus during breaks from classes.

**Study Abroad** Our exchange partnership in Macau, China with University of Saint Joseph allows BSBA students to spend a semester in China studying junior and senior level business courses in English. BSBA and BA students benefit from our partnerships and affiliations with Regents Univeristy in London, and worldwide with Abroad Programs International (API), International Studies Abroad (ISA), and Center for International Studies (CiS). Minimum GPAs, good standing with Student Affairs, and agreement to the Nichols College away-experiences travel policy are prerequisite for study abroad programs.

For information on any of these programs, contact the Office for International Engagement in Fels 315.

## The Washington Center (TWC) Semester

Through the Fischer Institute for Policy and Culture, Nichols is affiliated with The Washington Center (TWC), a nationally recognized internship placement agency located in the nation's capital. While the Washington Semester is taken normally during the junior or senior year, summer session internship opportunities are also available. Placements are made with Executive branch agencies and Congress, with local governments, not-for-profit organizations' national headquarters, and with private corporations.

A full-semester, including a 9 credit-hour internship is available to juniors and seniors who meet the qualifications including a 3.0 cumulative GPA, regardless of academic major. Students interested in applying should contact the Director of the Fischer Institute for further information. When there are a large number of applicants, acceptance will be based on academic year, academic achievement, and overall merit.

Students should be aware that there may be additional costs associated with educational or course-related travel programs.

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# Undergraduate Adult Education Program (UAEP)

Undergraduate Adult (UGA) students take more than 50% of their courses in the UAEP, which includes all accelerated online, evening, and hybrid courses during the Fall, Spring, Summer, or Winter sessions. UGA students are not eligible for the Honors Program or the 4+1 Program, but may petition to enroll in Honors or Graduate courses on a case-by-case basis.

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## Course Descriptions - Accounting

### **ACCT 238 FINANCIAL ACCOUNTING**

A basic course focusing on the accounting systems, preparation of financial statements, selected balance sheet items and financial statement analysis as applied in various business organizations. This course will assist the organization manager with decision making.

3 Hours, 1 Semester

### **ACCT 240 MANAGERIAL ACCOUNTING**

Examines the uses of accounting data for planning and control in organizations. Topics include cost classification, profit planning, activity based costing, flexible budgets, marginal and break-even analysis. Computer usage is integrated. Not open to Accounting concentration.

Prerequisite: ACCT 238      3 Hours, 1 Semester

### **ACCT 241 INTERMEDIATE ACCOUNTING I**

An intensive course designed to broaden and strengthen the foundation laid in the introductory courses. Accounting principles are analyzed and applied in the preparation of financial statements, utilization of time value of money concepts, and examination of cash, short-term investments, receivables, and inventories. Includes computer applications.

Prerequisite: ACCT 238      3 Hours, 1 Semester

### **ACCT 242 INTERMEDIATE ACCOUNTING II**

A continuation of ACCT 241. Topics include long-term assets, current liabilities, long-term debt and contingencies, and owners' equity. Includes computer usage.

Prerequisite: ACCT 241      3 Hours, 1 Semester

### **ACCT 341 INTERMEDIATE ACCOUNTING III**

A study of complex accounting topics and analytical procedures. Topics include revenue recognition, accounting for investments, pensions, leases, and income taxes; accounting changes, errors, incomplete records, and analysis of cash flows. Computer usage is integrated.

Prerequisite: ACCT 242      3 Hours, 1 Semester

### **ACCT 342 ADVANCED ACCOUNTING**

In-depth study of complex entities including partnerships, branch accounting, mergers, consolidations, foreign currency translations, and international financial reporting standards. Requires computer usage.

Prerequisite: ACCT 341      3 Hours, 1 Semester

### **ACCT 343 COST ACCOUNTING**

Students analyze cost behavior, accumulation and allocation concepts in job and activity based costing and process costing systems. Students also examine estimated cost systems; budgetary control with standard costs; and cost and profit analysis for decision-making purposes. Computer usage is integrated.

Prerequisite: ACCT 238      3 Hours, 1 Semester

### **ACCT 402 FEDERAL TAXES: BASIS FOR DECISION MAKING**

This course is intended to make the student aware of the major tax issues that influence decision-making by businesses and individuals. Specific topics include tax planning, income determination,

capital vs. ordinary income, the deductibility of expenses, and the tax implications of various forms of business entities.

Prerequisite: FIN 203                      3 Hours, 1 Semester

### **ACCT 403 ADVANCED FEDERAL TAXES**

This course will cover special topics in taxation, typically related to the taxation of individuals. Special attention will be paid to current events and tax law updates. Computer usage will be integrated.

Prerequisite: ACCT 402                      3 Hours, 1 Semester

### **ACCT 404 AUDITING**

A course designed to give the accounting student an understanding of auditing theory. Topics include generally accepted auditing standards, audit reports, professional ethics, fraud auditing, internal control, and sampling and evidence-gathering techniques.

Prerequisite: ACCT 242                      3 Hours, 1 Semester

### **ACCT 480 ACCOUNTING FOR NON-PROFIT ORGANIZATIONS AND GOVERNMENTAL ENTITIES**

This course gives the student an understanding of accounting for non-profit organizations and governmental entities. Special attention is placed on reporting requirements and governmental oversight.

Prerequisite: ACCT 404                      3 Hours, 1 Semester

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## **Course Descriptions - Art**

### **ART 256 ART BEFORE THE RENAISSANCE**

This course introduces famous works of art from the dawn of civilization to the Renaissance. It focuses on Western art and traditions, but also explores other cultures, such as the Far East. Studio experiences such as making drawings, paintings and sculptures are important aspects of the course.

3 Hours, 1 semester

### **art 257 Art From the Renaissance to 1870'S**

This course introduces the famous works of art and architecture from the late 1400s to the dawn of the 20th century. This course examines painting, sculpture, and architecture in relation to their time and place to better understand their meaning and cultural significance. The focus is on Western art,

but the text and class discussions will introduce works from other cultures such as the Middle East, India, China, and Japan. Comparisons will be made between different times and places, and the great masters of the Renaissance epoch will be examined in detail.

3 Hours, 1 Semester

### **art 258 modern ART**

Beginning with a review of Monet and Impressionism, this course explores the multiple and varied styles of painting and sculpture included under the title “modern art”. Studio experiences including making drawings, paintings and sculptures are an important part of the course.

3 Hours, 1 Semester

### **art 259 THE essential history of american art**

This course examines the development of American arts from colonial times to the present. The focus is on painting and sculpture which reflect who we are, what we value, and what we want to become. Great American masters are discussed in detail. Studio experiences including making drawings, paintings and sculptures are an important part of the course.

3 Hours, 1 Semester

### **ART 263 JEWELRY AND JEWELRY MAKING**

Jewelry and Jewelry Making is a hands-on approach to learning about the history and how-to of jewelry and body adornment. Students will learn about the cultural significance of jewelry and complete several pieces of their own making. Beading, wirework, and repurposing materials will be part of this studio class. There is a lab fee associated with this course.

3 Hours, 1 Semester

### **ART 270 SPECIAL TOPICS IN ART**

This course is offered on an occasional basis and addresses topics and themes of special interest not covered in the standard course offerings in art.

3 Hours, 1 Semester

### **ART 363 Introduction to SCULPTURE**

Introduction to Sculpture is a studio course which will explore basic sculpture techniques including building, carving and casting a variety of materials such as clay, wire, wood and cement. Additionally there will be discussions of the artworks of famous modern American sculptors and their styles.

3 Hours, 1 Semester

## **ART 368 INTRODUCTION TO DRAWING**

An introduction to drawing media and technique, with projects in line, value, texture, contour, composition, and perspective. There is a lab fee associated with this course.

3 Hours, 1 Semester

## **ART 369 INTRODUCTION TO PAINTING**

An introduction to the practice of acrylic painting, with projects (still lifes, abstracts, self-portraits, landscapes) adjusted to the abilities of the student. There is a lab fee associated with this course.

3 Hours, 1 Semester

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# Course Descriptions - Communication

## **COMM 152 EFFECTIVE SPEAKING**

This course introduces the principles of effective speaking that will allow students to increase their effectiveness in a wide range of public and social settings. Topics covered include: content selection and organization, audience analysis, the use of technology, non-verbal communication analysis, and the use of visuals. Students will develop and deliver a minimum of six speeches on a wide range of topics. The primary goal is to increase students' skill and comfort level in delivering presentations extemporaneously. Formerly COMM 252.

3 Hours, 1 Semester

## **COMM 204 Advanced Business and professional Communication**

This course will help students increase their competence and confidence in professional situations ensuring they have the essential effective communication skills workplace environments demand. Students will further the development of their foundation for designing and delivering effective written and oral messages using strategic communication models. By learning how to identify objectives, analyze audiences, and research and choose information, students will improve their communication effectiveness in a variety of areas including: individual and team presentations, meetings, written reports, and online delivery.

Prerequisite: ENGL 105 or ENGL 212 and COMM 152

3 Hours, 1 Semester

## **COMM 247 introduction to communication studies**

This course includes a survey of basic theories of the human communication process, and an

examination of communication in the following contexts: (1) interpersonal communication, (2) inter/intra cultural communications, (3) group communication, (4) mass communication, and (5) organizational communication. Formerly BCOM 247 - Business Communication.

3 Hours, 1 Semester

### **COMM 2XX MEDIA LITERACY**

Given that media informs our daily lives in a multitude of ways, it is important to critically examine and analyze how it affects us on both a cultural and individual level. The impact that media has on methods of communication, as well as on our personal and societal notions of identity will be explored, with special attention to issues of race, class, gender, and sexual orientation. Course under development at the time of publication.

### **COMM 2XX INTRODUCTION TO FILM**

This introductory course will critically examine films as pieces of art, as well as cultural artifacts. Film techniques, such as direction, acting, production, and music, will be analyzed to understand the artistic choices made and the tools necessary to enact them. The course will consider cultural meanings created by and reflected in films, with special attention to issues of race, class, gender, and sexual orientation. The ethics of film making will also be explored. Course under development at the time of publication.

### **COMM 310 INTERCULTURAL COMMUNICATION**

In this course students will gain awareness of cultural differences as they affect our daily lives, and will develop methods to bridge those differences. Globalization, the effect of social conventions on daily interactions, and the impact of cultural norms will be studied. Each student will participate in a group research project examining the challenges of conducting business and/or communicating on an intercultural basis. Formerly BCOM 310.

Prerequisite: COMM 247      3 Hours, 1 Semester

### **COMM 311 VISUAL COMMUNICATION**

The class focuses on the creation of visual material using several software programs, and will be conducted in the computer lab and Visual Media Studio. Students will learn to generate visually interesting, informational, professional-level material using programs such as Photoshop and Final Cut Pro that are necessary for the production of video, infographics, and photo-based publications. Students will learn which software tools to use and combine to generate visual material effectively. Formerly BCOM 311.

Prerequisite: ITM 123 and a minimum of 27 completed credits      3 Hours, 1 Semester

### **COMM 313 How women Lead**

This course will delve into the unique characteristics of and challenges facing women in the

workplace today. The biological and sociological theories of gender differences will be explored, as will gender-based communication and leadership styles. The current state of women in leadership around the world will be examined, with students completing a statistical research project. Students will examine and reflect on their own leadership and work styles, as well as practice professional skills of particular interest to women. The course will use leading contemporary books on women and business, and may include experiential aspects such as field trips and interviews.

Prerequisite: LEAD 101            3 Hours, 1 Semester

### **COMM 314 Argument and persuasion**

This course is designed to introduce students to the art of persuasion and to crafting arguments that influence others. Focus will be on studying and practicing the behaviors of persuasive arguers, such as effective analysis, sound research, and rigorous evaluation of data. By examining argumentative styles as well as logical, emotional, and ethical appeals, students will develop critical thinking and analytical skills while engaging in socially responsible rhetoric. Students will learn to express themselves clearly and economically, creating a foundation for other courses in the major. Course under development at the time of publication.

3 Hours, 1 Semester

### **COMM 3XX SOCIAL MEDIA AND SOCIETY**

This course will examine the evolving impact and meaning of social media across multiple aspects of society. Students will analyze the social processes and structures of networks, as well as the problems and benefits they create. The course will explore topics such as influence, privacy, “friendship,” the lack of geographical boundaries, bullying, self-esteem, and self-expression. Course under development at the time of publication.

### **COMM 470 SPECIAL TOPICS IN COMMUNICATION**

This course will address a specific topic in the field of communication. Topics may vary, due to the rapidly changing nature of the discipline, and may reflect current trends, practices, or methodologies.

Prerequisite: TBA depending on subject matter

3 Hours, 1 Semester

### **COMM 480 COMMUNICATION CAPSTONE**

This course will ask senior Communication majors to create culminating projects about areas of change or trends that may impact the consumption, creation, study, and ethical implications of communication. The course will emphasize analysis and critical thinking that will drive their research and writing as a means of moving those findings towards meaningful presentations.

Prerequisite: COMM 247, COMM 310, COMM 311, COMM 314            3 Hours, 1 Semester

## **COMM 490 INTERNSHIP IN COMMUNICATION**

The Internship in Communication offers students an opportunity to apply the knowledge acquired in the classroom to practical situations at the internship site. Students will gain an appreciation for the varied nature of the field of communication and will have an opportunity to participate in the field in a meaningful way. The internship site may be selected by the student based on interests, but must be approved. Students must complete a minimum of 120 work hours as well as fulfill academic requirements that help connect their academic coursework to the internship experience. Formerly BCOM 490.

Prerequisite: COMM 247, COMM 310, COMM 311

3 Hours, 1 Semester

## **COMM 4XX GENDER AND COMMUNICATION**

This course examines gender roles as culturally constructed concepts, and emphasizes individual choice in determining the gender roles of the present and future. Through readings and discussion, participants will explore how “masculine” and “feminine” may be understood as flexible and as created through communicative practices. Focus will be placed on how our own communicative practices can condone, contribute to, or resist the cultural construction of gender stereotypes. Students will critically examine communicative messages of all sorts, including their own communication habits. This course will challenge the way students look at various forms of communication including television, advertising, and even the English language. Course under development at the time of publication.

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# **Course Descriptions - Criminal Justice Management**

## **CJM 209 CRIME, JUSTICE, AND SOCIETY**

This course will discuss the historical development of policing, management of security organizations, and the relationships of the various criminal justice organizations.

3 Hours, 1 Semester

## **CJM 210 CRIMINAL LAW AND PROCEDURE**

This course will provide an in-depth examination of the crimes and actions most encountered by the private industry and the public law enforcement officer. We will also examine recent court decisions. Students will become acquainted with concepts of search and seizure, individual restraint, and limitations of personal freedom and expression.

3 Hours, 1 Semester

## **CJM 302 SECURITY INVESTIGATIONS: CONCEPTS, PRINCIPLES AND PRACTICES**

This course will cover investigative methodologies, financial and quantitative data analysis, investigative plans, multi-disciplinary teams, and best practices. Students will also examine legal and ethical duties and issues, use case study analysis to emphasize background verifications, employee misconduct, employee and external fraud, and joint investigations with law enforcement. Overall, students will understand how properly conducted investigations may be used as a risk management tool.

Prerequisite: CJM 209                      3 Hours, 1 Semester

## **CJM 333 PHYSICAL SECURITY: SYSTEM DESIGN, INTEGRATION AND CONTROL**

Physical security includes an assembly (combination) of security-related equipment, devices, and technologies, designated and arranged to signal (alert) personnel to negative (loss causing) event or circumstances. Topics to be covered in this course include controlling and monitoring the access of persons and vehicles, prevention and detection of unauthorized intrusions and surveillance, safeguarding negotiable documents, proprietary information, merchandise, and buildings. Students will learn that critical to effective physical security is identifying and assessing the security (asset protection) requirements related to (anticipated) risks and threats to a given facility's perimeter, interior, and contents.

Prerequisite: CJM 302                      3 Hours, 1 Semester

## **CJM 345 AMERICAN CORRECTIONS**

The purpose of this course is to introduce students to the American Correctional system and to cover the history of corrections, punishment of offenders, the prison experience, incarceration of women, and institutional management. Formerly SOC 145.

Prerequisite: Any CJM, PSY, or SOC course  
3 Hours, 1 Semester

## **CJM 347 EMERGENCY PLANNING AND DISASTER MANAGEMENT**

This course will cover topics such as risk identification and assessment of multi-hazards whether natural and man-made, violence in the workplace, development of crisis and disaster incident management programs, and business/agency continuation planning. Students will understand that natural and man-made hazards represent a threat to the financial welfare of a corporation/agency and the safety of its employees and visitors. Students will have the opportunity to be certified in many of the ICS levels as well as FEMA certifications.

Prerequisite: CJM 209                      3 Hours, 1 Semester

## **CJM 375 research methods in criminal justice management**

This course introduces students to scientific methodology as it relates to criminal justice in order for students to become researchers and understand the field of research as it relates to criminal justice. This course provides students with an understanding of the methods of research available to criminologists and the police. It also connects theory to data, and emphasizes the ability to comprehend the logic behind statistical tests of significance. Understanding the development and testing of hypotheses, data collection, data analysis, and presentation of findings is the underlying theme of the course.

Prerequisite: CJM 209, CJM 210, CJM 302      3 Hours, 1 Semester

### **CJM 390 INTERNSHIP**

This internship will afford students the opportunity to apply the knowledge acquired in the classroom to the real world. The criminal justice management internship program works closely with the Washington Center at the Fisher Institute, Career Services, as well as independently placing students in convenient locations. A cumulative grade point average of 2.5 as well as 60 credits completed is required; the internship consists of 120 hours of work.

Prerequisite: CJM 209 and CJM 210      3 Hours, 1 Semester

### **CJM 3xx forensic Analysis and Interpretation**

This course will explore the application of science to criminal investigations. Emphasis will be placed on the recovery of evidence from the crime scene through the analysis at the crime lab, and its interpretation in the courts. Specific topics will include: the collection of evidence, death investigations, and the use of fingerprint, firearms, tool marks, and bloodstain pattern analysis. Analysis of drug tests and trace evidence (hair and fibers) will also be covered. Multiple case studies will be used to relate classroom principles to real world examples. Course under development at the time of publication.

3 Hours, 1 Semester

### **CJM 417 HOMELAND SECURITY/TERRORISM**

This course will cover the historical foundations of terrorism. Students will learn ideologies, organizational structures, and methods of operations.

Class discussions will provide an overview of the problem of terrorism, and explore public and private sector terrorism. Students will discuss and understand the concepts of domestic terrorism and its implications as well as political and social ramifications.

Prerequisite: CJM 347      3 Hours, 1 Semester

### **CJM 470 special topics in Criminal justice management**

This course is offered on an occasional basis and addresses topics and themes of special interest not covered in the standard course offering in criminal justice.

Prerequisite: CJM 209 and CJM 210 3 Hours, 1 Semester

### **CJM 480 ADVANCED ISSUES IN CRIMINAL JUSTICE MANAGEMENT**

This capstone course will examine state-of-the-art (best practice) methodologies, strategies and approaches relevant to the acquisition of skills, competencies and conceptual (big picture) expertise necessary for successful and effective security management, as well as research emerging in the field of criminal justice. This course will emphasize qualitative and quantitative (analytical) approaches relevant to the accurate forecasting, identification and assessment of security-related issues, and concerns in multi-national environments using problem-based learning as the primary instructional strategy.

Prerequisite: CJM 209, CJM 210, CJM 302, and CJM 333 or CJM 417. CJM concentrations only.  
3 Hours, 1 Semester

### **CJM 4xx criminology**

Within the field of criminal justice, it is necessary to understand why some people commit crimes and others do not. Crime rates throughout the world are continuously monitored and everyone wants to know the profile of the typical offender; yet it's relevant that we explore the principles and theories that correlate with crime rates and its offenders. This course will explore historical and contemporary theories of the causes of crime; including theories derived from biological, psychological, sociological, geographic, economic, and political perspectives. Course under development at the time of publication.

3 Hours, 1 Semester

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## **Course Descriptions - Critical Writing, Reading and Research**

### **CRIT 201 Critical Writing, Reading and research**

The course is designed to develop students as critical writers, readers, and researchers. It will prioritize critical reading, interpretation of both primary and secondary texts, and analysis of these texts. The course will focus on fostering original thinking and interaction with a variety of scholarship and research methods as students are introduced to college-level, academic research. This course will help students to reflect on the uses of reading and writing in an effort to better understand themselves, their communities, and the world. CritWRR sections will explore topical content related to contemporary themes and controversies.

Prerequisite: ENGL 105 or ENGL 212 3 Hours, 1 Semester

# Course Descriptions - Dance

## **DAN 270 SPECIAL TOPICS IN DANCE**

This course is designed to present topics of special interest not covered in the existing course listings for dance.

3 Hours, 1 Semester

## **DAN 283 DANCE FUSIONS**

This course will act as an introduction to the fundamentals of dance. Students will explore traditional and non-traditional forms of dance through lecture, video, readings and physical movement explorations. The course will further students' knowledge of dance and its many entities, including the relationship to other art forms. History of dance as it pertains to modern day, as well as time period parallels of the arts will be extensively explored. Students will also gain a better awareness and understanding of collaborative artistic efforts.

3 Hours, 1 Semester

## **DAN 287 MODERN DANCE**

This course is an elementary-to-intermediate technique course in which students will focus on developing their personal movement vocabulary. Challenging themselves both mentally and physically through floor exercises, loco motor movement and choreographic combinations, students will gain a critical awareness of modern dance. Terminology from Laban Movement Analysis, including varying aspects of effort, shape, and space will be incorporated in each class and augmented with outside readings and research. In addition, students will work on flexibility, core strength, body awareness, musicality, and performance.

3 Hours, 1 Semester

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# Course Descriptions - Economics

## **ECON 221 PRINCIPLES OF MICROECONOMICS**

An introductory course in microeconomics focusing on individuals as consumers, producers, and resource owners operating in a market system. The supply and demand model is used to analyze how prices and output are determined in both the product and factor markets. Decision making in the firm is studied under different market structures.

3 Hours, 1 Semester

### **ECON 222 PRINCIPLES OF MACROECONOMICS**

An introduction to the macroeconomic concepts of employment, income, and output, with an emphasis on their measurement and determination. The impact of policy decisions on the business cycle is investigated.

3 Hours, 1 Semester

### **ECON 303 PRICES AND THE MARKET SYSTEM**

From competitive market environments to bargaining power to monopoly and too-big-to-fail, this course in intermediate microeconomics is part of the core of the economics discipline. This course focuses on strategy, institutions, and evolution in game theoretic environments. Students develop competence in applying microeconomic models to explain economic decision-making by individuals and firms, how markets allocate resources, how the structure of markets affects choices and social welfare, and the ways that government intervention can improve or impair the functioning of markets. Real world examples and current issues are used to illustrate concepts and to strengthen understanding of the modern economic landscape.

Prerequisite: ECON 221, ECON 222      3 Hours, 1 Semester

### **ECON 304 INFLATION, EMPLOYMENT, AND NATIONAL INCOME**

An intermediate macroeconomic course analyzing the determination of national income, employment, the price level, interest rates, and exchanges in the economy. Piece-by-piece, a theoretical model will be constructed that is capable of describing how each of these variables is determined. After the model is completed, the course investigates issues of business cycle theory, foreign trade, and macroeconomic policy. Special attention will be given to theoretical and policy debates.

Prerequisite: ECON 221, ECON 222      3 Hours, 1 Semester

### **ECON 305 LABOR ECONOMICS**

This course is a senior level seminar concerning the historical role of labor in the American Economy. One of the major themes of the course will be the relationship between labor markets and political issues. We will be interested in the relatively stagnate wage growth of the last three (plus) decades and the rise of income inequality. Other topics of interest will be: (1) the role of Women in the US economy; (2) the issue of Race in shaping the historical development of capitalism in the US; and (3) the changing structure of labor in the Twentieth Century US American economy, and the rise of the “predator state.” We will seek to better understand these trends and to explain them through history, modeling, and theoretical and political analysis.

Prerequisite: ECON 221, ECON 222      3 Hours, 1 Semester

## **ECON 307 MONEY, BANKING, AND THE ECONOMY**

This course focuses on the essential features and functions of money and credit in a capitalist economy operating with a fiat currency in a flexible exchange rate regime such as the U.S. economy. We study the role of the U.S. Federal Reserve Bank (The Fed), the U.S. Treasurer and the commercial banking sector in the U.S. economy, the banking and financial systems. The fundamental elements of financial markets, instruments and investments, and their links to the monetary and banking systems are examined. Special attention is given to the institutional structure and the accounting procedures through which the Fed and the Treasurer coordinate monetary policy. We examine the endogenous nature of crises and financial instability in capitalist economies. Here, we study the theories provided by prominent 20th century economists – Hyman Minsky and J.M. Keynes – whose names and theoretical contributions have been widely evoked during the 2008 Financial Crisis. We identify the causes and implications of financial crises, and understand possible policy solutions. Such policies emphasize the need to understand the recent evolution of the regulatory framework in the financial and banking industry.

Prerequisite: ECON 221, ECON 222      3 Hours, 1 Semester

## **ECON 309 World Economic geography**

This course focuses on the connections between physical, cultural, and political geography and our economies. Case studies are used to explore both natural and global economic issues.

Prerequisite: ECON 221, ECON 222      3 Hours, 1 Semester

## **ECON 313 women In the global economy**

This course sheds light on the role women have historically played in the U.S. economy and the major economies of Latin American. The course content is designed to critically analyze both economic life and economic theory through the lens of gender. The study of women in the global economy underlies the areas often ignored by traditional economists—such as occupation segregation by sex, the economics of the household, and caring labor. Other themes in the course include issues related to racial-ethnic, class, and country differences among women.

Prerequisite: ECON 221 or ECON 222      3 Hours, 1 Semester

## **ECON 352 American economic history**

This course traces the evolution of American economic life from its agricultural/rural origins and economy through the Industrial Revolution, the rise of industrial capitalism in the late 19th and early 20th centuries, the Great Depression era and its aftermath, to the emergence of our modern, post-industrial urban society of today.

Prerequisite: ECON 221, ECON 222, and HIST 201 or HIST 202  
3 Hours, 1 Semester

### **ECON 370 Special topics in political economy**

These courses will consider a variety of topics of contemporary interest in the political economy. A broad array of political economic issues and problems will be studied, including the political economy of women and leadership, capitalism in crisis, and other courses offered on a rotating basis.

Prerequisite: ECON 221, ECON 222      3 Hours, 1 Semester

### **ECON 412 INTERNATIONAL ECONOMICS**

Global interconnectedness is an extremely important reality today. Global interconnectedness influences our individual lives every day. Very few enterprises can today insulate themselves from the influences of global developments. A main goal of this course is to develop an understanding of the international dimensions of our economy. Students will become acquainted with the economic analysis of the foundations of international trade and the impacts of trade on domestic and global economies. Impediments to trade are analyzed, such as tariffs, quotas, and market power of megacorporations. The course includes a study of global finance, the balance of payments, world debt, exchange rates, and the international monetary system. Contemporary real world issues and problems are emphasized.

Prerequisite: ECON 221, ECON 222      3 Hours, 1 Semester

### **ECON 415 URBAN AND REGIONAL ECONOMICS**

Today many cities in the United States, such as Detroit, are in Great Depression-like circumstances while others such as Atlanta are flourishing. More locally the towns of Southbridge and Webster seem to struggle economically, while Sturbridge and Cambridge thrive. This course attempts to understand these phenomena. This course will focus on several topical issues, including: urban flight, suburban sprawl, urban work and labor markets, poverty, urban education, crime, urban sociology and psychology, and issues of race (e.g. discrimination and segregation). The course is intended to familiarize students with the basic issues and policies of urban and city life. The course integrates a political economic and sociological approach to urban issues, based upon reading contemporary books and texts.

Prerequisite: ECON 221, ECON 222      3 Hours, 1 Semester

### **ECON 470 special topics in economics**

These courses consider a variety of topics related to the practice and science of economics. A broad array of economic issues will be studied, including the history of economic thought, behavioral economics, social issues in economics, and other courses offered on a rotating basis.

Prerequisite: ECON 221, ECON 222      3 Hours, 1 Semester

### **ECON 480 SEMINAR IN ECONOMICS**

This seminar or independent study course is designed to prepare advanced students for graduate study covering theoretical and contemporary economic issues in depth.

Prerequisite: ECON 303, ECON 304      3 Hours, 1 Semester

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## Course Descriptions - English

### **ENGL 105 COLLEGE WRITING**

This introductory writing course is designed to build writing skills and to increase students' enjoyment of writing through extensive practice. The course focuses on teaching students to discover and develop ideas they wish to communicate, and then on the numerous technical skills necessary to make communication effective and engaging. Students will develop their voices, their styles, and their mechanics through multiple writing projects and through a focus on revision. Readings will illustrate the styles and organizational patterns of effective student and professional writers. Students who take this course cannot also take ENGL 212 – Analytical Writing. Formerly ENGL 105 - Expository Writing.

3 Hours, 1 Semester

### **ENGL 212 ANALYTICAL WRITING**

In this writing course, students will study and practice critical writing. As students read, write, and discuss such important cultural issues as technological developments, media's impact on society, identity formation, and environmental concerns, they will develop their own perspectives. Students will learn the purposes, strategies, and conventions of academic writing, particularly analysis and argumentation, through critical reading, drafting, and collaboration. Students who take this course cannot also take ENGL 105 – College Writing.

3 Hours, 1 Semester

### **ENGL 213 INTRODUCTION TO LITERATURE: MORE WAYS THAN ONE**

An introduction to the study of literature, the course will look at fiction, poetry and drama in a seminar format. In a discussion-intensive, reading-intensive course, students will look at a variety of books, built around a theme or a way of thinking about literature.

Prerequisite: ENGL 105 or ENGL 212      3 Hours, 1 Semester

### **ENGL 214 CULTURE AND IDENTITY IN LITERATURE**

This course focuses on study of literature through examination of the work of people bound together by their ethnicity, culture, or identity. It will look at a single subject from year to year.

Among the possible subjects are: Women's Literature, African-American Literature, Hispanic Literature, Asian, African or Latin-American Literature. Students may take and receive credit for this course additional times when different subjects are offered.

Prerequisite: ENGL 105 or ENGL 212 3 Hours, 1 Semester

### **ENGL 235 THE CLASSICS: WORLD LITERATURE I**

We begin our reading of ancient literature by learning the way people lived 2000 years before Christ and discovering that little has changed since then. Time-tested works like the epics of Homer and the Greek plays reinforce the fact that we can learn from these ancient texts to live our own lives more wisely. The advent of Christianity changed the way the West looked at life; but medieval literature, while serious in its mission to teach Christian views, is filled with fun and fantasy. (We will read selected works from ancient times to the medieval ages.)

Prerequisite: ENGL 105 or ENGL 212 3 Hours, 1 Semester

### **ENGL 236 SHAKESPEARE AND HIS WORLD: WORLD LITERATURE II**

Not much is known about Gentle Will Shakespeare's life, which is ironic in the sense that he defined, in many ways, what it means to be a human being. This class will take a peek into how the period of time known as The Renaissance created our ideas about human life today. We will focus on the dramas of Shakespeare, plays that shape what it means to be human, plays that continue to pose questions to us: Is feeling more important than thinking? What happens to a person who attains great power? Does knowledge keep us from doing? Should we be loyal at all costs? We will look at a few of the great movies that have been made from these plays. We will read selected works from The Renaissance and the 17th century.

Prerequisite: ENGL 105 or ENGL 212 3 Hours, 1 Semester

### **ENGL 237 THE 18th AND 19th CENTURIES: WORLD LITERATURE III**

This course is an introduction to a period that produced many of the enduring classics of literature. It focuses on work from Europe, with some Asian and Middle Eastern material rounding it out. We will read Rationalists, Romantics, and Victorians and we will explore their stories and their ideas and how those fit or contrast with ours today.

Prerequisite: ENGL 105 or ENGL 212 3 Hours, 1 Semester

### **ENGL 238 THE MODERN WORLD THROUGH LITERATURE: WORLD LITERATURE IV**

Across the continents, themes like love, becoming an adult, and death are universal. Other topics are unique to just some countries and cultures. As globalization makes today's world smaller and smaller, this course will look at contemporary world literature to explore the ideas that join us and those that still drive us apart. (We will read selected works from the 20th and 21st centuries.)

Prerequisite: ENGL 105 or ENGL 212 3 Hours, 1 Semester

### **ENGL 310 THEMES IN LITERATURE**

This course looks at literature gathered by theme. Each semester will be different. It will select from subjects like: the Literature of Business and Work, The Search for Identity, Good and Evil in Literature, the Literature of Love and Sex, Sport and Literature, Crime and Literature.

Prerequisite: ENGL 105 or ENGL 212 3 Hours, 1 Semester

### **ENGL 314 THE PURSUIT OF HAPPINESS: AMERICAN LITERATURE I**

Starting before the United States existed; this course looks at the written and oral literature that defined America, from the time only Native Americans lived here through the middle of the Nineteenth Century. We will read the stories of slaves and settlers, Native Americans and newcomers, revolutionaries and artists. Included will be such authors as Edgar Allan Poe, Ralph Waldo Emerson, Henry David Thoreau, and Walt Whitman.

Prerequisite: ENGL 105 or ENGL 212 3 Hours, 1 Semester

### **ENGL 315 CREATING THE MODERN AMERICAN: AMERICAN LITERATURE II**

For a century and a half, American writers have been trying to understand and express what it means to live in the modern world. From Mark Twain to Ernest Hemingway to Toni Morrison, these authors examine love, sex, war, race, gender, conflict, and community in a country where life always seems racing to be faster, bigger, stronger and more complex.

Prerequisite: ENGL 105 or ENGL 212 3 Hours, 1 Semester

### **ENGL 319 SWIMMING INWARD, FLOWING OUTWARD: INTRODUCTION TO POETRY**

Poetry can be simple, maddening, inspired and inspiring, thunderous and soft, melancholy and raucous, intricate and still – in short, everything that we are. It is epic as Homer, seductive as a love sonnet; its forms are as various as human experience, its voice as personal as your own. Poetry is, at one and the same time, a mirror and a window, revealing to us our deepest selves and providing a way to see beyond ourselves. Introduction to Poetry offers an opportunity to explore words, life, and the relationships they can build.

Prerequisite: ENGL 105 or ENGL 212 3 Hours, 1 Semester

### **ENGL 320 FICTION WRITING**

Muriel Rukeyser once wrote, “The universe is made of stories, not atoms.” Fiction Writing centers on making our own universes through the creation of story and on the discovery of the universe within each of us, the stories of which we are made. Through discussion and revision of their own work as

well as the reading of published pieces, class members find their own voices, hone their skills, and release the energy of their own creative expression.

Prerequisite: ENGL 105 or ENGL 212 3 Hours, 1 Semester

### **ENGL 321 PROFESSIONAL WRITING**

Intensive practice in a variety of approaches to professional writing tasks: memoranda, correspondence, proposals, and both brief and longer reports.

Prerequisite: ENGL 105 or ENGL 212 3 Hours, 1 Semester

### **ENGL 323 WRITING ACADEMICALLY**

This course is useful for all students wishing to improve and perfect their reading, writing, and critical thinking skills. Students will analyze passages to help them read more efficiently. They will learn the rules of grammar and punctuation in a meaningful way to allow them to write both correctly and effectively. This course will satisfy the Advanced Writing Requirement.

Prerequisite: ENGL 105 or ENGL 212 3 Hours, 1 Semester

### **ENGL 327 PLAYS AND PLAYWRIGHTS: INTRODUCTION TO DRAMA**

From Greece in 300BC to Broadway today, playwrights have taken on the daunting task of creating a slice of human drama that can be performed in (usually) three hours or less. We will read and watch a variety of plays to see how writers have created characters, wars, heavens, hells, pasts, and futures – and brought them to life on a tiny stage in front of a live audience. From classic to cutting edge, the themes of heroism, pride, sex, love, war, and the range of human experience are brought to life in every scene.

Prerequisite: ENGL 105 or ENGL 212 3 Hours, 1 Semester

### **ENGL 342 Sports writing**

Using the sports programs at Nichols as well as issues and events in the larger sports world, students will develop the writing skills of bona fide sports writers. The course will involve reporting on actual sports events, writing feature stories about athletes and their sports, and composing columns that combine good research with thoughtful opinion. Along the way, students will learn planning and interviewing skills and reinforce the foundations taught in their first-year writing courses.

Prerequisite: ENGL 105 or ENGL 212 3 Hours, 1 Semester

### **ENGL 345 non-fiction writing**

This is a writing workshop course in which students will explore their own experiences and ideas while learning how to effectively share those ideas with readers. The course will focus on writing experiences including autobiography, profiles of others, creative literary non-fiction, and pieces that

relate to world events and the society and culture around us. In addition to extensive writing, students will read model essays.

Prerequisite: ENGL 105 or ENGL 212 3 Hours, 1 Semester

### **ENGL 346 JOURNALISM**

Designed for students interested in journalism and those who want to improve their written communication skills. Intensive hands-on work in various aspects of news writing combined with analysis of the influence of media's role in the world.

Prerequisite: ENGL 105 or ENGL 212 3 Hours, 1 Semester

### **ENGL 411 MAJOR AUTHORS IN LITERATURE**

This course will be the focused study of a single author or pair of authors. Each semester will have its own focus. The course will ask students to take an in-depth look at an author's work, their world, their biography, and the critical reception of their work.

Prerequisite: ENGL 105 or ENGL 212 3 Hours, 1 Semester

### **ENGL 470 SPECIAL TOPICS IN ENGLISH**

This course is offered on an occasional basis and addresses topics and themes of special interest not covered in the standard course offerings in English.

Prerequisite: ENGL 105 or ENGL 212 3 Hours, 1 Semester

### **ENGL 412 READING ACQUISITION IN CHILDREN'S AND YOUNG ADULT LITERATURE**

This course will study theories and reading acquisition, along with strategies to develop effective pedagogy in middle and high school reading classes. It will be based on a survey of current research. It will focus on how to determine appropriate reading levels for disparate students and how to develop life-long readers.

Prerequisite: ENGL 105 or ENGL 212 3 Hours, 1 Semester

### **ENGL 481 SENIOR THESIS**

Students complete this course in conjunction with any literature professor. The course will be run similar to an independent study, in that students work one-on-one with a professor of their choice. By exploring an area of interest, researching their topic of literature, and reading multiple texts, students compose a paper of significant length to cap off their English major experience. Senior Standing only.

Prerequisite: ENGL 105 or ENGL 212 1 Hour, 1 Semester

## **ENGL 490 INTERNSHIP IN ENGLISH**

Students will complete an internship in order to explore opportunities in publishing, journalism, marketing, communications, education, and a variety of other fields which welcome English majors' skills.

Prerequisite: ENGL 105 or ENGL 212    3 Hours, 1 Semester

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# **Course Descriptions - Entrepreneurship**

## **EPS 227 MANAGEMENT AND ORGANIZATIONAL BEHAVIOR FOR ENTREPRENEURS**

This course will address the challenges of entrepreneurship within the context of the managerial process and organizational dynamics. Successful completion of this course will provide students with a basic understanding of the role of an entrepreneur as a leader and a manager and the tools for successfully managing the human resource side of a start-up company.

3 Hours, 1 Semester

## **EPS 378 ENTREPRENEURIAL MANAGEMENT**

This course provides fundamental knowledge and skills in entrepreneurship which focus on the process of establishing and successfully operating a new business.

Entrepreneurship is setting up a freestanding new business and accepting the risks of time, effort, and money associated with such a venture. Successful completion of this course will enable the student to craft an initial plan for the start-up of a new business, including a working knowledge of permits, fees and municipal registration requirements and the development of a simple business plan.

Prerequisite: EPS 227 or MGMT 227    3 Hours, 1 Semester

## **EPS 385 BUSINESS FINANCE FOR ENTREPRENEURS**

The emphasis of this course is on the acquisition and management of entrepreneurial capital and funding and on the development and management of the fundamental accounting skills and tools and systems for small business owners. Successful completion of this course would enable the student to identify and apply for funding and to set up and operate the business and accounting systems necessary for the successful control of their business.

Prerequisite: FIN 203    3 Hours, 1 Semester

## **EPS 386 SALES AND MARKETING FOR ENTREPRENEURS**

The emphasis of this course is on the development and management of successful entrepreneurial selling and marketing skills, e-commerce, and effective communication skills and tools for entrepreneurs. Successful completion of this course would enable the student to create and execute a successful marketing plan for the introduction of their business to the marketplace, including the virtual marketplace and would provide the student with the fundamental business communication tools and skill sets necessary for the operation of their company.

Prerequisite: MKCM 202

3 Hours, 1 Semester

### **EPS 480 ENTREPRENEURSHIP ACTION RESEARCH PROJECT**

This capstone course will be oriented towards providing students with a capstone experience option of choosing either a semester research project approach, a “shadowing” opportunity in an entrepreneurial environment or a practicum which encourages a student-driven business start-up initiative.

Prerequisite: EPS 385, EPS 386

3 Hours, 1 Semester

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## **Course Descriptions - Environmental Science**

### **ESCI 233 THE ENVIRONMENT**

An introduction to the interactions between human society and our environment. Topics include the structure and functioning of natural ecosystems; local, regional, and global pollution problems; the growth of human populations through time; and factors relating to energy consumption by society. Laboratory.

3 Hours, 1 Semester

### **ESCI 243 PHYSICAL WORLD**

An introduction to the environmental geologic forces and man’s interaction with them. Concentrates on environmental management that reduces geologic hazards and sustains natural resources. Topics include coastal erosion, groundwater management, river flooding, earthquakes, volcanoes, glaciers, global warming, rock types, energy production, and global changes. Laboratory.

3 Hours, 1 Semester

### **ESCI 309 WORLD ECONOMIC GEOGRAPHY**

This course focuses on the connections between physical, cultural, and political geography and our economies. Case studies are used to explore both natural and global economic issues.

3 Hours, 1 Semester

## **ESCI 410 ENVIRONMENTAL RESOURCE MANAGEMENT**

Particular attention will be given to options and tools for affecting resource allocation and environmental quality. Specific policy issues addressed will include water resources, energy resources, and ecosystem resources. These issues will be discussed, and management prescriptions to sustainably manage these resources will be examined. It highlights corporate strategies that incorporate principles of environmental management that deliver value to shareholders while responding to environmental concerns.

Prerequisite: One environmental science with laboratory  
3 Hours, 1 Semester

## **ESCI 411 ENVIRONMENTAL CONTROVERSIES**

This course examines environmental controversies that arise as the results of opposing viewpoints regarding mankind's use of the Earth's resources. Topics include valuing Nature's goods and services, population control, disposal of hazardous wastes, air pollution standards, environmental justice, and global warming, among others.

Prerequisite: One environmental science with laboratory  
3 Hours, 1 Semester

## **ESCI 470 SPECIAL TOPICS IN ENVIRONMENTAL SCIENCE**

This course will consider a variety of topics of contemporary interest in the environmental field. Students will be encouraged to use primary sources to acquire current information on selected topics. A broad array of environmental problems will be studied.

Prerequisite: Will vary depending on the content of the course      3 Hours, 1 Semester

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# **Course Descriptions - Finance**

## **FIN 201 Personal finance**

An introduction to the financial issues and decisions that impact the lives of average people every day. The course covers money management, consumer credit, automobile and home purchases, insurance needs, and retirement planning.

Prerequisite: MATH 117      3 Hours, 1 Semester

## **FIN 203 PRINCIPLES OF FINANCE**

General principles of business finance focusing on markets, analysis, interest rates, the time value of

money, the valuation of securities and capital allocation within the firm.

Prerequisite: ACCT 238, MATH 117      3 Hours, 1 Semester

### **FIN 325 CORPORATE FINANCE**

Analysis of long-term corporate financial decisions, including capital budgeting, cost of capital, leverage, dividend policy, debt and equity financing, working capital management, business combinations, and international finance.

Prerequisite: FIN 203      3 Hours, 1 Semester

### **FIN 330 INVESTMENTS**

A study of investment principles and techniques including the investment environment, evaluation of securities, current practices in the securities/investments industry, and the formulation of investment objectives.

Prerequisite: FIN 203      3 Hours, 1 Semester

### **FIN 432 FINANCIAL PLANNING**

An introduction to the financial issues that impact the lives of average people every day. The course covers money management, the rudiments of investing, personal tax, the fundamentals of life, health and property insurance, the tradeoffs between risk and return in investing, home ownership and mortgages, the pitfalls of consumer debt, retirement planning, and estate planning.

Prerequisite: FIN 203      3 Hours, 1 Semester

### **FIN 480 PROBLEMS IN BUSINESS FINANCE**

A capstone course which expands upon corporate finance and investment concepts. Includes exposure to advanced financial theory. The case method of instruction challenges student teams to understand, evaluate, and solve real world business problems.

Prerequisite: FIN 325, FIN 330      3 Hours, 1 Semester

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## **Course Descriptions - Gender and Diversity Studies**

### **GDS 216 Introduction to Gender and diversity studies**

This course introduces students to Gender and Diversity Studies, an interdisciplinary field of

academic study. The course surveys contemporary gender issues, focusing on the social construction of race, sexuality, and gender and the relationship of gender to the self, others, and society. Along with the focus on the U.S., the course incorporates international perspectives on gender constructions and experiences. This course aims to connect our academic explorations with our lived experiences.

3 Hours, 1 Semester

### **GDS 416 Gender and Diversity STUDIES CAPSTONE**

The GDS capstone course is an opportunity for students to demonstrate that they have achieved the goals for learning established by the Gender and Diversity Studies program of study. This course will give students the opportunity to reflect on what they have learned across their program-related courses and to share those experiences with others. Student-driven and collaborative in nature, the course utilizes work-shopping and mini team projects as a forum for refining student critical thinking, effective research and reading, interviewing, writing, and ultimately, presenting.

Prerequisite: The course is open to Gender and Diversity Studies minors who have completed 9 credits of course work in the minor or with permission of the instructor. 3 Hours, 1 Semester

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## **Course Descriptions - History**

### **HIST 201 UNITED STATES HISTORY TO 1865**

This course examines the evolution of the American colonies, the Revolution, forces leading to the Constitution, the Federalist era, the Jacksonian era, and the causes of the Civil War.

3 Hours, 1 Semester

### **HIST 202 UNITED STATES HISTORY SINCE 1865**

Beginning with Reconstruction, this course follows the evolution of American economic, political, and social development through reform eras, wars, and global emergence.

3 Hours, 1 Semester

### **HIST 207 WORLD CIVILIZATIONS I**

This course considers the evolution of civilization from pre-historic beginnings to the 15th century through developmental stages including the rise of agriculture, the evolution of major civilizations, and the establishment of commercial and cultural ties.

3 Hours, 1 Semester

## **HIST 208 WORLD CIVILIZATIONS II**

This course focuses on the five centuries after 1450 as technology and military and political organizations resulted in the creation of international trade systems and power alliances, leading to the decline in western imperialism and reemergence of major Asiatic civilizations.

3 Hours, 1 Semester

## **HIST 210 War on terror**

This course provides students an historical grounding to the contemporary Global War on Terror. Guided by the process and method of historical inquiry, we will consider the policies and precedents that have informed the GWOT's undertaking from well before the attacks of September 11, 2001. By studying these antecedents, we will develop a deeper, more sophisticated understanding of this present-day conflict. Using both primary and secondary sources, we will focus principally on threats and activities abroad, including engagements against al Qaeda and ISIS as well as the 21st-century wars in Afghanistan and Iraq.

3 Hours, 1 Semester

## **HIST 315 CONSTITUTION AND THE AMERICAN DEMOCRATIC TRADITION**

This course will examine selected topics in American constitutional history from the founding period to the early 21st century. A significant component of this course is a detailed examination of the United States Constitution and the Massachusetts state Constitution, including their origins, interpretation, and evolution.

Prerequisite: HIST 201 or HIST 202 or HIST 207 or HIST 208

3 Hours, 1 Semester

## **HIST 322 WOMEN IN AMERICAN SOCIETY**

This course considers the role that women have played in American life from the colonial period to modern day. Special consideration will be given to such topics as the perceived role of women, their actual status and contributions in the Lowell mills, the Abolitionist movement, suffrage, and the 20th century civil rights movement.

Prerequisite: HIST 201 or HIST 202 or HIST 207 or HIST 208

3 Hours, 1 Semester

## **HIST 339 HISTORY OF MODERN EUROPE SINCE 1815**

This course considers the evolution of modern Europe, including the social, political and economic developments of major European nations from the fall of Napoleon's Empire in 1815 to the present. Special emphasis will be placed on the Industrial Revolution, European nationalism and imperialism,

the causes and effects of the world wars and the Cold War, the fall of Communism, and the drive toward European Union.

Prerequisite: HIST 201 or HIST 202 or HIST 207 or HIST 208

3 Hours, 1 Semester

### **HIST 340 POLITICAL AND HISTORICAL LEADERS**

This course examines leadership, behavior, and style, and its potential for contributing to change in business, governmental, and nonprofit organizations. How leaders interact with the climate of the organization and its situational context, both political and environmental, will be examined through case studies of important figures in political, business, and social history.

Prerequisite: HIST 201 or HIST 202 or HIST 207 or HIST 208

3 Hours, 1 Semester

### **HIST 352 AMERICAN ECONOMIC HISTORY**

This course traces the evolution of American economic life from its agricultural/rural origins and economy through the industrial revolution, the rise of industrial capitalism in the late 19th and early 20th centuries, the Great Depression era and its aftermath, to the emergence of our modern, post-industrial urban society of today.

Prerequisite: HIST 201 or HIST 202 or HIST 207 or HIST 208

3 Hours, 1 Semester

### **HIST 355 CIVIL WAR**

This course examines the Civil War and the process of rebuilding the nation at the end of America's bloodiest war. It will cover the causes for the war, the principal battles, the political and military personalities involved, the war's consequences, and explore why the Union emerged victorious.

Prerequisite: HIST 201 or HIST 202 or HIST 207 or HIST 208

3 Hours, 1 Semester

### **HIST 356 THE AMERICAN WEST**

This course focuses on the movement of people to the Trans-Mississippi American West in the nineteenth and twentieth centuries. It will explore their impact on and interaction with the Native American people and the environment.

Prerequisite: HIST 201 or HIST 202 or HIST 207 or HIST 208

3 Hours, 1 Semester

### **HIST 359 United STATES HISTORY SINCE 1945**

This course will survey key topics in American history since 1945. Topics include the Cold War, hot

wars in Korea, Vietnam, and Iraq, the Cuban Missile Crisis, civil rights, feminism, the environmental movement, and politics and culture.

Prerequisite: HIST 201 or HIST 202 or HIST 207 or HIST 208

3 Hours, 1 Semester

### **HIST 360 AMERICA AND VIETNAM**

This course examines the U.S. experience in Vietnam from 1950 to 1975 and includes the conduct and controversies surrounding the war as well as the results for America and Southeast Asia.

Prerequisite: HIST 201 or HIST 202 or HIST 207 or HIST 208

3 Hours, 1 Semester

### **HIST 369 WORLD HISTORY SINCE 1945**

This course will survey key topics in world history since the peace settlements in Europe and the Far East at the end of World War II. Topics examined will include the political and economic structures of the peace of 1945, the role of the new United Nations, the causes of the Cold War, the Korean War, the end of European empires in Asia and Africa, crises over Cuba and Vietnam in the 1960s, the fall of the Iron Curtain, the emergence of the European Union, as well as tensions and war in the Middle East over oil, Israel, Iran and Iraq, and international terrorism.

Prerequisite: HIST 201 or HIST 202 or HIST 207 or HIST 208

3 Hours, 1 Semester

### **HIST 270/470 SPECIAL TOPICS IN HISTORY**

This course is designed to present topics not covered in the usual program yet considered of value to the student of history.

Prerequisite: HIST 201 or HIST 202 or HIST 207 or HIST 208

3 Hours, 1 Semester

### **HIST 480 SEMINAR IN HISTORY**

This course will examine the history of historical writing, the use and evaluation of historical sources, why interpretations differ, and how historians are influenced by forces other than the facts. A research paper is required for this course.

Prerequisite: HIST 201 or HIST 202 or HIST 207 or HIST 208

3 Hours, 1 Semester

### **HIST 490, 491 INTERNSHIP IN HISTORY**

Qualified students who have departmental approval may apply for internships at Old Sturbridge Village (OSV), an early 19th century outdoor history museum. Such internships will be supervised by department members and OSV staff. Other internships may be possible as well.

Prerequisite: HIST 201 or HIST 202 or HIST 207 or HIST 208

3 Hours, 1 Semester

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# Course Descriptions - Hospitality Management

## **HSP 211 INTRODUCTION TO THE HOSPITALITY INDUSTRY**

This course provides an introduction to the world of hospitality and tourism. The various segments of the hospitality industry and career opportunities are explored: lodging, food service, event and meeting planning, casinos, travel, tourism, theme parks, resorts, cruise lines, and private clubs. Students gain an historical perspective and current perspective, while examining the only thing that customers of this industry actually purchase, The Guest Experience.

3 Hours, 1 Semester

## **HSP 341 Casino Management**

Casino/gaming operations are structured and managed differently from other hospitality operations. This course discusses the economics of gaming, rules and regulations that affect day-to-day operations, government restrictions, operations of key departments, and marketing strategies. Students will interact with casino executives and perform simulated assignments from the industry.

Prerequisite: HSP 211

3 Hours, 1 Semester

## **HSP 351 RESORT AND CONFERENCE MANAGEMENT**

Events from weddings to business conferences breathe life into the hospitality industry. Hosting and managing events in the hospitality is big business. Students will explore the key business concepts behind event management in the hospitality industry including planning, coordination, execution and measurement of event success. Students will be assigned to work with a hospitality company to provide assistance with an actual event or event management related challenge.

Prerequisite: HSP 211

3 Hours, 1 Semester

## **HSP 361 HOSPITALITY FACILITY OPERATIONS**

This course will focus on day-to-day operations, addressing such issues as planning and scheduling, transportation and control of customers, layout and location of facilities, inventory management, reservation and pricing systems, quality and customer satisfaction, decision-making techniques, and process control and improvement.

Prerequisite: HSP 211

3 Hours, 1 Semester

## **HSP 371 Performance Management in the Hospitality Industry**

Products and services in the hospitality industry are remarkably similar. There are differences in quality and packaging but at the most basic level, a room is a room and a meal is a meal. It is People and Processes that create a competitive advantage in hospitality companies, to a much greater extent than in other industries.

In this course, you will learn how to lead your team to achieve above average performance. From the perspective of operations management, we will examine best practices in selection, training, performance management, recognition and compensation of hourly and salaried team members. From the same perspective of an operations manager, we will examine basic approaches to process improvement which will promote the maximum performance of your team.

Prerequisite: HSP 211                      3 Hours, 1 Semester

## **HSP 470 Special Topics in hospitality management**

This course is offered on an occasional basis and addresses topics and themes of special interest not covered in the standard course offerings in Hospitality Management.

Prerequisite: Will depend on course topic                      3 Hours, 1 Semester

## **HSP 480 ISSUES IN HOSPITALITY MANAGEMENT**

This capstone course will integrate knowledge and skills into the critical thinking process required for corporate decision making and strategic planning. Case studies and research of existing corporations within the hospitality industry will be the basis for study.

Prerequisite: HSP 211, HSP 351                      3 Hours, 1 Semester

## **HSP 490 INTERNSHIP IN HOSPITALITY MANAGEMENT**

The Internship in Hospitality Management will afford students an opportunity to apply the concepts from the classroom to practical situations at an industry-based site. Students will gain an appreciation for the dynamic nature of the workplace, while obtaining valuable experience and networking with industry professionals. Research, reading assignments, and an industry analysis paper will serve to enhance the internship and underscore the need for professional development and learning in order to meet the challenges and demands of this rapidly changing field of management.

Prerequisite: HSP 211, 6 additional HSP credit hours, department approval

3 Hours (120 hours of internship experience), 1 Semester

6-9 Hours (240-360 hours of internship experience), 1 Semester

# Course Descriptions - Human Resource Management

## **HRM 213 HUMAN RESOURCE MANAGEMENT**

This course introduces students to the fundamental practices involved in effective human resource management, such as recruiting, performance evaluation, compensation, employment law, and employee rights. HR theory and practice is emphasized within the context of improving organizational productivity and developing employee potential.

3 Hours, 1 Semester

## **HRM 343 ASSESSMENT, STAFFING, AND EMPLOYMENT LAW**

Today's organizations must compete globally and their most important asset for success is a highly competent and effective workforce. This course focuses on how top businesses attract, hire, and retain the best and the brightest talent while respecting and protecting civil and employment rights.

Prerequisite: HRM 213      3 Hours, 1 Semester

## **HRM 344 DEVELOPING AND MOTIVATING HUMAN POTENTIAL**

Hiring qualified talent is no guarantee that these employees will achieve their potential. Without nurturing, much of this talent will remain untapped and wasted. High performing workforces are the result of continuous development and effective motivational strategy. Based on sound motivational theory, this course examines why people work and what organizations should know and do in order to create winning teams.

Prerequisite: HRM 213 or PSY 151 or SOC 161

3 Hours, 1 Semester

## **HRM 443 COMPENSATION AND BENEFITS**

This course examines the relationship between rewards and performance on the job. Students will learn about the issues that influence how organizations set pay and benefits policies including executive bonus and deferred compensation plans. They will also examine how compensation differs by job level and by job location and how these factors contribute to decisions regarding outsourcing and off-shoring of jobs.

Prerequisite: HRM 213      3 Hours, 1 Semester

## **HRM 481 INTERNATIONAL HUMAN RESOURCE MANAGEMENT**

Virtually every US company now faces competition from abroad, and the fortunes of most US firms, large and small, are inextricably bound to the global economy. Company HR Departments must have a global perspective to remain competitive. And all managers, especially HR professionals, must develop a sensitivity to global issues and practices. This course will focus on several aspects of human resources in a global context: labor practices in developing countries; multinational companies' strategies in complying with international ethical principles; and how companies can manage global operations in a manner that results in a successful experience for both the employee and the firm.

Prerequisite: HRM 213            3 Hours, 1 Semester

### **HRM 490 INTERNSHIP IN HUMAN RESOURCE MANAGEMENT**

The Internship in Human Resource Management will afford students an opportunity to apply the knowledge acquired in the classroom to practical situations at the internship site. Students will gain an appreciation for the dynamic nature of the workplace and will have an opportunity to participate in the implementation of human resource programs.

Prerequisite: HRM 213 and a minimum of 45 completed credits  
3 Hours, 1 Semester

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## **Course Descriptions - Humanities**

### **HUM 244 CRITICAL THINKING**

This course exposes biases, perspectives and motivations which can be hindrances to organizational problem solving and decision making. Students are asked to examine in detail how they think to better evaluate, analyze and resolve issues encountered in organizational contexts.

3 Hours, 1 Semester

### **HUM 254 AROUND THE WORLD**

Become an informed and curious citizen of the world by exploring the current global events and chronic global problems of our time. Learn basic French, Spanish, Russian, and Chinese, and learn how gestures vary across cultures. Engage in critical thinking regarding your own culture and prepare to work with people from around the world.

3 Hours, 1 Semester

### **HUM 270 SPECIAL TOPICS IN THE HUMANITIES**

This course is designed to present topics of special interest in the arts and humanities not covered in the existing course listings for the humanities.

3 Hours, 1 Semester

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# Course Descriptions - Information Technology Management

## **ITM 123 DIGITAL APPLICATIONS**

A hands-on course designed to introduce the student to the software they will be using at Nichols and beyond. Students will become fluent with Microsoft Office (Word, Power Point, Excel) and digital media.

1 Hour, 1 Semester

## **ITM 202 Advanced Excel**

ITM 202 prepares students to analyze data and solve real-life business problems, using spreadsheets, databases, and other technology tools. This course introduces students to the problem solving, decision-making, and presentation skills they will need to be successful both at the College and in a business environment. Using intermediate/advanced functions in Excel and beginner/intermediate functions in Microsoft Access, students will complete exercises and case studies to solve problems in a variety of business disciplines that include accounting, finance, marketing, management, and information systems.

Prerequisite: ITM 123                      3 Hours, 1 Semester

## **ITM 209 Information management and analytics**

This course introduces students to the world of information systems from a manager's perspective. The modern business relies on hardware, software, networks, and databases. This class will delve into those technologies and learn how they support a firm's operations. We will pay particular attention to analytics and how data informs business decisions and predict future trends. Modern case studies and issues relating to technology in business, like ethics and cyberthreats, will also be discussed. Formerly ITM 309 - Principles of Information Systems.

Prerequisite: ITM 123                      3 Hours, 1 Semester

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# Course Descriptions - Integrated Marketing Communication

## **MKCM 202 PRINCIPLES OF MARKETING**

A comprehensive introduction to the various facets of marketing in contemporary organizations. Topics include marketing strategy, product development, pricing, distribution channels, and promotion; as well as the environments in which marketers work in the United States and around the world. Formerly MKTG 202.

3 Hours, 1 Semester

## **MKCM 312 MANAGERIAL COMMUNICATION**

This advanced course in organizational communication will cover conflict and negotiation, working with the corporate board of directors, managing a media crisis, whistleblowers, systemic - malfunctions, ethical communication, and the profit motive. Students will analyze real cases and propose and debate alternative solutions. Formerly MKTG 312.

Prerequisite: MKCM 202      3 Hours, 1 Semester

## **MKCM 316 MASS MEDIA and PUBLIC RELATIONS**

A study of communication that is mediated through technology, including traditional mass media (books, newspapers, radio, film, and television), social media and new and developing technologies. We will consider the nature and practice of public relations, corporate interface with press organizations, and the role of advertising. The ethical and legal repercussions of mass communications will also be considered. Formerly BCOM 316.

Prerequisite: MKCM 202 or COMM 247      3 Hours, 1 Semester

## **MKCM 361 CONSUMER MARKETING**

Examination of the consumer marketing process. This includes analysis and planning of consumer marketing programs with investigation of consumer decision making and buying patterns. Includes written case analyses and presentations. Formerly MKTG 361.

Prerequisite: MKCM 202 and a minimum of 42 completed credits  
3 Hours, 1 Semester

## **MKCM 362 BUSINESS MARKETING**

An examination of the process of marketing to business, institutional, and governmental markets. The course focuses on business buyers and the development of marketing strategies for business goods and services. Formerly MKTG 362.

Prerequisite: MKCM 361      3 Hours, 1 Semester

## **MKCM 433 MARKET RESEARCH**

A study of the application of research techniques in market analysis. Student teams design, conduct, and present a research project, including problem definition, questionnaire design, data collection, data analysis, documentation, and recommendation. Formerly MKTG 433.

Prerequisite: MATH 215 and MKCM 361      3 Hours, 1 Semester

### **MKCM 434 INTERNATIONAL MARKETING**

An analysis of the international business and consumer environments and the development and implementation of marketing programs across business alternatives (e.g., direct investment, joint ventures, licensing). Topics include the roles of cultural, political, technological, economical, and legal aspects of marketing in an international environment, as well as how these affect the marketing mixes likely to be successful in various international markets. Formerly MKTG 434.

Prerequisite: MKCM 361 or IBUS 287      3 Hours, 1 Semester

### **MKCM 435 MARKETING COMMUNICATION**

A course focusing on advertising, sales promotion, and direct marketing also known as integrated marketing communications. Topics include planning and execution of promotional programs, strategy development, and segmenting and positioning. Orientation reflects the managerial or “client” side of business rather than the “creative” or message development side. Formerly MKTG 435.

Prerequisite: MKCM 361      3 Hours, 1 Semester

### **MKCM 436 SALES MANAGEMENT**

An investigation of the functions and activities of sales managers. Topics include recruiting, organizing, training, compensating, leading, motivating, and managing the sales force. Formerly MKTG 436.

Prerequisite: MKCM 361      3 Hours, 1 Semester

### **MKCM 470 Special Topics In Integrated marketing communication**

This course examines in depth a major issue, problem, or theme in the area of marketing and communication. It includes a specialized research paper or project, involves discussion and oral and written reports, and may include guest speakers and field trips.

Prerequisite: MKCM 202 or COMM 247      3 Hours, 1 Semester

### **MKCM 480 MARKETING SEMINAR**

A capstone course that focuses on the integration of marketing with the other functional areas of business. This course examines the marketing strategy formulation process through the development of analytical techniques to assess company, market, and industry. Utilizes extensive

case analysis/and or consulting project. Formerly MKTG 480.

Prerequisite: MKCM 361, and completion of 72 credits, and MKCM concentration students only 3  
Hours, 1 Semester

### **MKCM 490 Integrated MARKETING Communication Internship**

An internship serves as an integral part of our experiential learning emphasis for students selecting the Integrated Marketing Communication concentration. The objective of the course is to gain work experience in a marketing and/or communication related field or position. Students may select an internship based on their interests and preferences, and faculty and the Career & Professional Development Center are available to assist students in the internship search. Students are required to work 120 hours over the course of the semester and complete a comprehensive project upon completion of the internship.

Prerequisites: Completion of 60 credits or more.  
3 Hours, 1 Semester

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## **Course Descriptions - Interdisciplinary Studies**

### **INTD 317 The Body Project**

Flip through a magazine. Watch a YouTube video. Listen to a pop song. In our world, it is impossible to avoid messages about our bodies - messages which bear great meaning. This course will explore the cultural meaning attached to, reflected by, and created by bodies. Through an examination of American culture across the twentieth century and into the present, we will consider how our conceptions and perceptions of the body have changed over time, with special attention to the role of race, class, gender, and sexual orientation.

3 Hours, 1 Semester

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## **Course Descriptions - International Business**

### **IBUS 287 INTERNATIONAL MANAGEMENT**

Examines management theory and practice as applied to business activities that cross national boundaries. Emphasis is placed on an understanding of strategic, cultural, behavioral, functional, legal, and socio-ethnic aspects of international management in a global economy with multinational business enterprises. Formerly IBUS 388.

Prerequisite: MGMT 227 3 Hours, 1 Semester

### **IBUS 309 WORLD ECONOMIC GEOGRAPHY**

This course focuses on the connections between physical, cultural, and political geography and our economies. Case studies are used to explore both natural and global economic issues.

3 Hours, 1 Semester

### **IBUS 412 INTERNATIONAL ECONOMICS**

An economic analysis of the foundations of international trade and the impact of trade on domestic and global economies. The course includes a study of the balance of payments, world debt, exchange rates, and the international monetary system. Current issues and problems are emphasized.

Prerequisite: ECON 221, ECON 222      3 Hours, 1 Semester

### **IBUS 434 INTERNATIONAL MARKETING**

An analysis of the international business and consumer environments and the development and implementation of marketing programs across business alternatives (e.g., direct investment, joint ventures, licensing). Topics include the roles of cultural, political, technological, economic, and legal aspects of marketing in an international environment, as well as how these affect the marketing mixes likely to be successful in various international markets.

Prerequisite: MKCM 361 or IBUS 287      3 Hours, 1 Semester

### **IBUS 444 Advanced Economies and Emerging Markets**

This course focuses on the impact of advanced economies on emerging markets and vice-versa. It provides an overview of the International Monetary Fund's (IMF) country classification in its World Economic Outlook surveys and reports, which divides the world into two major groups: advanced economies, and other emerging market and developing countries. It also seeks to understand the intensity of competition in emerging markets and advanced economies.

Prerequisite: IBUS 287      3 Hours, 1 Semester

### **IBUS 470 Selected Topics in International Business**

This is an in-depth study of a selected topic, issue, problem or trend in international business. The specific subject matter is not offered as an existing regular course or deserves more time-emphasis than is possible in a regular course. This course may be repeated once for a total of six credits.

Prerequisite: IBUS 287      3 Hours, 1 Semester

### **IBUS 480 SEMINAR IN INTERNATIONAL BUSINESS**

This seminar is a senior-level capstone course for international business students. A case study approach will be used to explore the major current issues in international business and bring together the general concepts and ethical dimensions studied in earlier coursework in the program. A capstone project requires students to examine current issues and develop critical information literacy skills.

3 Hours, 1 Semester

### **IBUS 490 INTERNSHIP IN INTERNATIONAL BUSINESS**

This internship enables students to apply the knowledge acquired throughout the program to the real world. The International Business internship program will work closely with the Fisher Institute, Career Services, and a growing list of international companies, as well as independently placing students in several locations, in the U.S. and abroad. A cumulative grade point average of 2.7 as well as 60 credits completed is required; the internship consists of 120 hours of work.

Prerequisite: IBUS 287                      3 Hours, 1 Semester

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## Course Descriptions - Internship and Independent Study

### **Business Administration 470, 471 SPECIAL STUDIES IN BUSINESS ADMINISTRATION**

Research, analysis, and evaluation of practices, problems, or processes in business of special interest to business majors in their senior year. Offered by special arrangement.

Prerequisite: Senior standing    3-6 Hours, 1-2 Semesters

### **Business Administration 490, 491 BUSINESS INTERNSHIP**

An intensive program of work experience with a business or corporation. Combines both experiential learning with traditional academic work through required term essay and presentation of internship results to an appropriate class. Internships are available in Accounting, Economics, Finance, and Management. Internship course specifications and “learning contract” forms are available through the Office of Career Services. Students interested must be of junior or senior standing and have at least a 2.5 grade point average.

Prerequisite: Approval of faculty sponsor, the appropriate Associate Dean, and the Provost.                      3 Hours, 1-2 Semesters

### **HONR 480 NICHOLS HONORS SEMINAR**

Upon successful completion of three (3) one credit special honors project /paper assignments within

three courses with a semester grade of B+ or higher in each, a student will be eligible for invitation to the annual Nichols Honors Seminar – an interdisciplinary advanced course. The topic of the seminar will change from year to year.

3 Hours, 1 Semester

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## Course Descriptions - Leadership

### **LEAD 101 learning to lead**

Through intensive, experiential learning and practice, students will be immersed in the study of leadership, and will directly apply themselves in leadership opportunities. This course takes a cross-curriculum approach to exposing students to the many facets of leadership and, in a motivational setting, encourages them to find their own personal leadership style, ultimately identifying the emerging leader within.

3 Hours, 1 Semester

### **LEAD 203 leading and working in teams**

In preparation for collaborative and team-based workplaces, this course offers the opportunity for students to gain knowledge and skills that lead to successful team outcomes. The components of the course include team building, project management, and conflict management, covering topics such as group dynamics, emotional intelligence, diversity, project scheduling, and more. Students will have the opportunity to work in and lead multiple team-based projects, and learn how to maximize team productivity and potential.

Prerequisite: LEAD 101      3 Hours, 1 Semester

### **LEAD 400 Managing Strategic initiatives**

Managing Strategic Initiatives provides seniors the opportunity to apply their mastery of the business core knowledge, learned during four years of study at Nichols College. Students are expected to look at their roles in business as applied to local, corporate and international level strategies. Students will demonstrate business and leadership knowledge through an intensive case study pedagogy designed to assess and reinforce key intellectual disciplines and leadership skills.

Prerequisite: LEAD 101, MGMT 365, and 72 completed credit hours 3 Hours, 1 Semester

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## Course Descriptions - Legal Studies

## **LSB 327 BUSINESS LAW and ethics**

A working knowledge of business law is important to every member of society, as the law applies to us all --- from individuals to organizations. This course is a broad introduction to U.S. law, concentrating on basic knowledge of the legal system and its impacts on commerce. Business Law begins with an overview of the judicial system and alternative dispute resolution. After a brief look at criminal law and civil liability, we focus on contracts, the Uniform Commercial Code (UCC), business formation, agency relationships and intellectual property. This course will also introduce students to ethical constructs and ethics-based decision making. Formerly LSB 227 – Business Law.

Prerequisite: A minimum of 27 completed credits

3 Hours, 1 Semester

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## **Course Descriptions - Liberal Arts**

### **LA 400 Liberal Arts capstone**

The Liberal Arts Capstone is a theme-based interdisciplinary seminar course (theme will vary by semester). As a student-driven course, the capstone enables students to research the theme from multiple angles of their choosing. Collaborative in nature, the course utilizes workshopping and mini team projects. The course emphasizes leadership skills, critical thinking, effective research and reading, interviewing, writing, and ultimately, presenting.

Note: Business students are not required to complete the Liberal Arts Core. If a Business student chooses to double major in a Liberal Arts discipline, the student would still not be required to complete the Liberal Arts Core.

Prerequisite: A minimum of 75 completed credits

3 Hours, 1 Semester

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## **Course Descriptions - Management**

### **MGMT 227 Leading and Managing organizations**

MGMT 227 provides an introduction of leading and managing organizations. Leadership is the ethical application of power to influence the decisions and processes of a group. Management is the attainment of organizational goals in an effective and efficient manner through planning, organizing, leading, and controlling organizational resources. MGMT 227 will explore the interrelation and differences of these two important business concepts as they apply to organizational behavior. Formerly MGMT 226 - Management and Organizational Behavior.

### **MGMT 287 INTERNATIONAL MANAGEMENT**

Examines management theory and practice as applied to business activities that cross national boundaries. Emphasis is placed on an understanding of strategic, cultural, behavioral, functional, legal, and socio-ethnic aspects of international management in a global economy with multinational business enterprises.

Prerequisite: EPS 227 or MGMT 227    3 Hours, 1 Semester

### **MGMT 337 PROJECT MANAGEMENT**

The purpose of this course is to introduce students to project management and how the role of project manager can enhance the success of both large and small projects within a business. Students will gain an understanding of the nine different project management knowledge areas and the five process groups: initiating, planning, executing, controlling, and closing, and apply these as a framework and context for managing information technology projects.

Prerequisite: EPS 227 or MGMT 227    3 Hours, 1 Semester

### **MGMT 365 OPERATIONS MANAGEMENT**

This course provides a set of Operations Management concepts and tools for your use in managing your organization and in gaining competitive advantage. The course is structured to provide you with practical and relevant applications of these tools.

It recognizes the key role of processes in business and explores the elements which impact these business processes. It is equally suited for either the manufacturing sector or the service sector.

Key elements include operations strategy, process design and improvement and process layout, capacity management, technology, the role of quality and quality systems, and the management of the supply chain, including inventory, forecasting and scheduling.

Prerequisite: EPS 227 or MGMT 227, and ECON 221  
3 Hours, 1 Semester

### **MGMT 378 ENTREPRENEURIAL MANAGEMENT**

This course provides fundamental knowledge and skills in entrepreneurship which focus on the process of establishing and successfully operating a new business.

Entrepreneurship is setting up a freestanding new business and accepting the risks of time, effort, and money associated with such a venture. Successful completion of this course will enable the student to craft an initial plan for the start-up of a new business, including a working knowledge of permits, fees and municipal registration requirements and the development of a simple business plan.

Prerequisite: EPS 227 or MGMT 227 3 Hours, 1 Semester

### **MGMT 389 MANAGEMENT OF INNOVATION AND CHANGE**

This course focuses on the strategies and tactics for conceiving, developing, initiating and managing innovation and change within an established corporate structure. Topics include attributes of corporate entrepreneurs, bases of creativity and innovation, interpersonal and interdepartmental relationships, promoting innovation and change within the corporate structure, organizational politics, strategic organizational changes, and corporate culture.

Prerequisite: EPS 227 or MGMT 227 3 Hours, 1 Semester

### **MGMT 429 CURRENT ISSUES IN MANAGEMENT**

Since management knowledge continues to be augmented by new research findings, conceptualizations, and management experience, this course examines current issues and emerging trends in managerial theory and practice. The course affords the opportunity to study and treat topics not covered in other management major courses, and thus provides, in an ongoing fashion, the necessary program currency. Students are acquainted with the managerial issues of the day and with topics that represent leading edge managerial thinking and practice.

Prerequisite: EPS 227 or MGMT 227, and HRM 213

3 Hours, 1 Semester

### **MGMT 482 MANAGEMENT SEMINAR**

The Management Seminar is the capstone course for a concentration in management. The seminar focuses on the study of management models, managerial ethics, and decision making. In addition, the seminar strives to synthesize certain core concepts and research findings presented in other prescribed management courses completed prior to enrollment in the seminar.

Prerequisite: MGMT 429 3 Hours, 1 Semester

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## **Course Descriptions - Mathematics**

### **MATH 117 COLLEGE MATHEMATICS**

Designed for students with three years of high school mathematics, which includes two years of high school algebra or its equivalent. Topics include real numbers, linear equations, functions, slope, equations of lines, systems of equations, quadratic equations, exponential and logarithmic functions. Practical applications of the material will be stressed.

Prerequisite: Three years of high school Mathematics or its equivalent

3 Hours, 1 Semester

## **MATH 122 MATHEMATICAL BUSINESS ANALYSIS**

This course is designed for students with four years of high school mathematics, including a course in precalculus. Topics include linear, polynomial, rational, exponential and logarithmic functions, linear regression, limits, continuity and rate of change. The second part of the course will introduce the powerful notion of derivative and develop its practical applications.

Prerequisite: MATH 117, its equivalent, or four years of high school Mathematics  
3 Hours, 1 Semester

## **MATH 190 CALCULUS I**

A standard course in differential calculus. Topics include limits, velocity, and differentiation. Applications include related rates, linear approximations, curve sketching, and optimization. Practical applications of the material will be stressed.

Prerequisite: MATH 122, its equivalent, or four years of high school Mathematics including Precalculus  
3 Hours, 1 Semester

## **MATH 191 CALCULUS II**

A standard course in integral calculus. Topics include methods of integration, applications of integration, areas, volumes, and surface areas. Exponential, logarithmic, and trigonometric functions will be utilized. Practical applications of the material will be stressed.

Prerequisite: MATH 190 or its equivalent  
3 Hours, 1 Semester

## **MATH 215 STATISTICS I**

A first course in probability and statistics covering descriptive statistics, correlation, linear regression, probability, probability distributions, confidence intervals and hypothesis testing. Practical applications using the Microsoft Excel software package will be stressed.

Prerequisite: MATH 117 or MATH 122 or MATH 190  
3 Hours, 1 Semester

## **MATH 229 CALCULUS III**

A third course in calculus, covering infinite sequences, series, curves, surfaces in spaces, vectors, functions of several variables, and multiple integrals. Arc length, curvature, partial derivatives, Lagrange multipliers, and the introduction to differential equations are also potential topics.

Prerequisite: MATH 191  
3 Hours, 1 Semester

## **MATH 348 LINEAR ALGEBRA**

A traditional course in linear algebra covering systems of linear equations and their solutions, Gaussian elimination, linear independence, linear transformations, matrices, determinants, vector spaces, eigenvectors and eigenvalues.

3 Hours, 1 Semester

### **MATH 351 Regression analysis**

This course provides an introduction to regression including: simple linear regression, multiple regression, model building, and variable screening methods.

Prerequisite: MATH 215 or its equivalent 3 Hours, 1 Semester

### **MATH 362 FOUNDATIONS OF HIGHER MATHEMATICS**

Topics will include propositional logic, predicates and proofs, set theory, mathematical induction, number theory, relations and functions.

3 Hours, 1 Semester

### **MATH 366 Number theory**

This course will serve as an investigation into the properties of the natural numbers 1,2,3, .... The natural numbers satisfy a multitude of beautiful patterns and relationships. The goal of this course will be to study these patterns and attempt to formulate some of our own. The ideal student will be interested in experimenting with paper and pencil and be open to learning how to rigorously demonstrate their findings in proofs. Topics to be covered will include: prime numbers, congruences, quadratic reciprocity, Diophantine equations, and as time permits, such topics as cryptography and continued fractions.

Prerequisite: MATH 190 3 Hours, 1 Semester

### **MATH 395 DISCRETE MATHEMATICS**

A first course in discrete mathematics intended to present both theory and applications from areas such as networking and computer science. Topics will include sets, relations, mathematical induction, graphs, trees, matchings, network flows, combinatorics, and recurrence relations.

3 Hours, 1 Semester

### **MATH 440 REAL ANALYSIS**

In this course, students will develop a deeper understanding and appreciation of the underlying theory of numbers, sets, and calculus. Formal proofs will be introduced and emphasized. Topics include sets and functions, mathematical induction, structure of numbers, the completeness axiom, countability, sequences, convergence, the Bolzano-Weierstrass Theorem, Cauchy sequences, continuity, limits, differentiation, mean value theorem, and Riemann integration.

Prerequisite: MATH 362      3 Hours, 1 Semester

### **MATH 441 COLLEGE GEOMETRY**

This course treats the historical and axiomatic developments of Euclidean geometry, and provides an introduction to non-Euclidean geometries. Topics include the geometry of ancient civilizations, the complex numbers, centers of triangles, straightedge and compass construction, incidence geometry, Mobius transformations and regular polyhedra.

3 Hours, 1 Semester

### **MATH 442 ABSTRACT ALGEBRA**

This course is designed to introduce students to basic algebraic structures, especially groups and rings. Techniques of proof will be stressed. Topics include binary operations, relations, mathematical induction, the Euclidean algorithm, congruence classes, cyclic groups, finite permutations groups, homomorphisms, Cayley's theorem, quotient groups and rings.

3 Hours, 1 Semester

### **MATH 470 TOPICS IN MATHEMATICS**

Possible areas of study are numerical analysis, the history of mathematics, advanced probability, techniques in mathematical problem solving, interest theory, and actuarial exam preparation. There are other topics that will be considered depending on student need and interest.

Prerequisite: Will vary depending on the content of the course

3 Hours, 1 Semester

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## **Course Descriptions- Music**

### **MUS 261 fundamentals of music**

This is a beginning course in the fundamentals of music designed to develop basic music literacy. The course invites students to find meaning, pleasure, relevance, and inspiration in listening to and playing music. Students will have the opportunity to learn to play basic pieces on the piano, with attention to notes, timing, rhythm and dynamics. The only prerequisite for the course is a desire to learn to read and play music.

3 Hours, 1 Semester

### **mus 262 Music Appreciation I**

This course traces the development of classical music from the 16th century to the 18th century. Musical elements, structures, instruments and composers from the Middle Ages, Renaissance, Baroque and Classical eras are examined. The Classical compositions presented will also be examined in the secondary context of today. Attending a planned, off-campus symphony concert is usually required.

3 Hours, 1 Semester

### **MUS 263 MUSIC APPRECIATION II**

This course traces the development of music from Ludwig van Beethoven to the present time. Musical elements, instruments, structures and composers are examined in the context of the Romantic era, to present day classical music. The classical compositions presented will also be examined in the secondary context of today. Attending a planned, off-campus symphony concert is usually required.

3 Hours, 1 Semester

### **MUS 264 POPULAR MUSIC IN AMERICA**

This course will study popular music in America from 1850 – 1950. A variety of popular music that mirrored the cultural, political, religious, and social practices of the time will be presented. Students will learn how popular music in the last half of the nineteenth century influenced the popular music of today. Attending a planned, off-campus symphony concert is usually required.

3 Hours, 1 Semester

### **MUS 270 SPECIAL TOPICS IN MUSIC**

This course is offered on an occasional basis and addresses topics and themes of special interest not covered in the standard course offerings in music.

3 Hours, 1 Semester

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## **Course Descriptions - Philosophy**

### **PHIL 224 ETHICS, MORALITY, AND THE INSTITUTION**

Investigates the interaction of ethics with the operation of business, political, academic and religious institutions. Examines ethics and the law, and attempts to establish guidelines for personal and institutional conduct.

3 Hours, 1 Semester

## **PHIL 228 ETHICS 2.0**

As technology advances and plays larger roles in our day-to-day lives, business often have to play catch up. In the meantime, “gray areas” emerge, and professionals must grapple with the unsolved questions. What is “right” or “best” for a business? For society? We will try and determine our own answers by using ethical constructs as our guides. This course will examine the issues posed by modern society, paying particular attention to the dilemmas faced by working professionals. Through ethical evaluation tools, students will not only come to conclusions about these issues, but learn the methodology to approach any similar problem in the future. This course also encourages students to express their analysis clearly in oral and written forms. The ultimate goal at the conclusion of Ethics 2.0 is for each student to have the toolset to respond to any legal or ethical dilemma, in a clear and thoughtful manner.

3 Hours, 1 Semester

## **PHIL 267 PROBLEMS OF PHILOSOPHY**

An introduction to philosophy through discussion of some basic issues, including the concept of self and justice, good and evil, freedom and determinism, and appearance and reality.

3 Hours, 1 Semester

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# **Course Descriptions - Political Science**

## **PSCI 204 INTRODUCTION TO POLITICAL SCIENCE**

An examination of methods and concepts in the study of political science with special emphasis on American government and politics. Designed to offer an understanding of our own political system and how it works.

3 Hours, 1 Semester

## **PSCI 324 Comparative Politics**

This course provides an introduction to the field of comparative politics, the study of places other than the United States. We will analyze in-depth studies of political processes from nations all around the world to investigate debates at the heart of political science, economics, history and other fields within the Liberal Arts and Business core: Why are politicians responsive to the needs of citizens in some countries but not in others? Why do people vote on ethnic lines in some places but not others? Why do some states guarantee social protection for their citizens whereas others leave it in the hands of the market? How do political institutions and social factors shape the provision of public goods? What role do property rights play in transitions to democracy and to market economies? Discussions include topics on governance and accountability, political economy, political culture, identity politics, social cleavages, citizenship, and democratic institutions.

Prerequisite: ENGL 105 or ENGL 212 and 30 credits of coursework; or ENGL 105 or ENGL 212 and CRIT 201

3 Hours, 1 Semester

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## Course Descriptions - Psychology

### **PSY 151 GENERAL PSYCHOLOGY**

In this overview course, students will learn the principles and applications of psychology for practical purposes and across disciplines. The practical applications of psychological research to issues and problems facing the world will be addressed. Students will learn and be actively engaged in how psychological findings can be used in a large variety of contexts. This course is a core requirement for all psychology majors.

3 Hours, 1 Semester

### **PSY 209 Sex matters: Gender awareness and the Future of work**

One of the most significant changes under foot in the 21st century workplace is men and women working together, side by side, in a perceived equitable manner. Yet, old stereotypes, biases, and assumption about men and women, and the rules of the workplace still exist. This interactive, experience-based course explores how we get to be women and men, the different ways we experience gender, and gender as a principal factor in social organizations. Students will be challenged to examine and critique the forces that maintain, enforce, and produce segregation based on gender and to rethink the norms of society through the lens of appreciation of the differences that each sex brings to the work environment.

Prerequisite: PSY 151                      3 Hours, 1 Semester

### **PSY 242 profiles of serial killers and mass murderers**

This course explores, from psychological and sociological perspectives, the characteristics of men and women who commit multiple murders. Through the in depth examination of known serial killers students will learn: what is serial killing; how a serial killer is different from a mass murderer; what factors explain serial killing; how prevalent it is; and, what are the recent trends in understanding their behavior.

Prerequisite: PSY 151                      3 Hours, 1 Semester

### **PSY 270/370/470 SPECIAL TOPICS IN PSYCHOLOGY**

This course examines in depth a major issue, problem, or theme in the area of psychology. It includes a specialized research paper or project, involves discussion and oral and written reports, and may include guest speakers and field trips.

Prerequisite: PSY 151                      3 Hours, 1 Semester

### **PSY 277 PSYCHOLOGY OF ADOLESCENCE**

Study of the physical, intellectual, emotional, and social development of the adolescent. Focus is on contemporary concerns of youth.

Prerequisite: PSY 151                      3 Hours, 1 Semester

### **PSY 278 ABNORMAL PSYCHOLOGY**

The major forms of abnormal behavior are described. They are discussed in light of an integrative bio-social model. Disorders include anxiety disorders, personality disorders, sexual deviance and dysfunction, dissociate and somatoform disorders, mood disorders, childhood disorders, substance use disorders, schizophrenia, and cognitive disorders. Treatment approaches are discussed as well.

Prerequisite: PSY 151                      3 Hours, 1 Semester

### **PSY 308 PSYCHOLOGY OF TEMPERAMENT**

In this course, students will examine various theories underlying the development of human temperament. We will start with early theories and trace them through to the modern era. In this course, we will look at the profound effect temperament has on perception, communication, and relationships. Knowledge of human temperament is fundamentally pragmatic and will help students relate to the social world around them.

Prerequisite: PSY 151                      3 Hours, 1 Semester

### **PSY 311 BRAIN AND BEHAVIOR**

This course will provide a basic introduction to the biological processes underlying human behavior. A basic principle of this course is that everything the “mind” does will eventually be explained in terms of the interplay among various brain components. In the context of the brain-behavior interaction, we will study the biological mechanisms that are the most relevant to essential issues in psychology.

Prerequisite: PSY 151                      3 Hours, 1 Semester

### **PSY 312 LIFE-SPAN DEVELOPMENT**

The course reviews human development from pregnancy and prenatal development through old age with a unique balance and depth of coverage across all age groups. We will examine the physical and intellectual changes humans undergo from conception through death. With an

emphasis on modern cultural and societal issues ranging from homophobia to family violence, this course builds on the basic themes of life-span development.

Prerequisite: PSY 151                      3 Hours, 1 Semester

### **PSY 342 GROUP DYNAMICS**

This course examines the formation of groups, group processes, followership, and leadership processes within groups and group behaviors. Emphasis is placed on the experience of applying group theory.

Prerequisite: PSY 151                      3 Hours, 1 Semester

### **PSY 343 Psychology of Men**

This course examines the biological, social and psychological perspectives of the American male experience through the reading of autobiographies and a review of contemporary research. Theories on the development of stereotypes, self-concept, achievement motivation, and cognitive and moral reasoning of men are discussed. Both traditional and nontraditional roles of men from birth to old age are examined. Mental health and social issues specific to men are also discussed.

Prerequisite: PSY 151                      3 Hours, 1 Semester

### **PSY 344 Psychology of Women**

This course examines the biological, social and psychological perspectives of the American female experience through the reading of autobiographies and a review of contemporary research. Theories on the development of stereotypes, self-concept, achievement motivation, and cognitive and moral reasoning of women are discussed. Both traditional and nontraditional roles of women from birth to old age are examined. Mental health and social issues specific to women are also discussed.

Prerequisite: PSY 151                      3 Hours, 1 Semester

### **PSY 372 COUNSELING PSYCHOLOGY**

This course reviews the major contemporary theories and techniques of counseling. Students have opportunities to observe counseling situations and to practice counseling techniques. Ethical and professional issues are also addressed.

Prerequisite: PSY 151                      3 Hours, 1 Semester

### **PSY 374 COGNITION, LEARNING AND MEMORY**

An introduction to the basic concepts and theories of human cognition. Topics include attention, memory, knowledge organization, language, reasoning, artificial intelligence, and artificial life.

Prerequisite: PSY 151                      3 Hours, 1 Semester

### **PSY 375 STATISTICS FOR THE SOCIAL SCIENCES**

The purpose of this course is to develop knowledge of when to apply the correct statistical techniques. Emphasis is placed on the “real world” applications of statistical methods through projects. Topics include descriptive and inferential statistics, multivariate, parametric, and nonparametric techniques. This course makes extensive use of SPSS software. This course is a core requirement for all psychology majors and satisfies the department information literacy requirement.

Prerequisite: Successful completion of MATH 117 or higher  
3 Hours, 1 Semester

### **PSY 424 Identity and human sexuality**

An exploration of what it means to be “human” and a “sexual” being. The class is an opportunity to discuss and debate attitudes, research, and one’s own perceptions of sexuality in order to understand those of others. This course will not only ensure that you acquire basic factual information about human sexuality, but also will give you opportunity to think about your own sexual values and behaviors. Topics such as the sexual response cycle, birth control, abortion, sexual morality, love and intimacy, sexual orientation, developmental changes in sexuality, sexual dysfunction’s and disabilities, prostitution, pornography, and sexual violence will be discussed.

Prerequisite: PSY 151                      3 Hours, 1 Semester

### **PSY 462 SOCIAL PSYCHOLOGY**

This course examines the factors impacting human relationships. Emphasis is placed on interpersonal attraction, attitude formation, social perception and cognition, altruism, aggression, small group behavior, and social identity and influence.

Prerequisite: PSY 151                      3 Hours, 1 Semester

### **PSY 475 RESEARCH SEMINAR IN APPLIED PSYCHOLOGY**

Students will integrate the knowledge they have accumulated in their first three years as psychology majors through the development and investigation of their own applied psychology hypotheses. In collaboration with the instructor and classmates, students will proceed through the stages of research from hypothesis development to literature review, to proposing their research methods, to data collection, with the project culminating in written and poster session presentations of findings. This course is a core requirement for all psychology majors and satisfies the departments’ writing intensive and information literacy requirements.

Prerequisite: PSY 375                      3 Hours, 1 Semester

### **PSY 476, 477 DIRECTED INDEPENDENT STUDY IN PSYCHOLOGY**

This course involves independent and in-depth study of a specific topic in psychology. Students work on an individually supervised research project with a member of the psychology faculty. Instructor and department chair permission is required.

### **PSY 490 INTERNSHIP**

Students engage in individually supervised work-study arrangements and learn to apply psychological theory and principles in a work environment (e.g., day care center or mental health clinic). Students must work at least 10 hours per week on the job, meet periodically with a supervising faculty member, research literature related to the field of the internship, and prepare a substantive report on their internship experiences and the studies involved.

Prerequisite: PSY 151. This course is limited to juniors and seniors and requires the approval of a supervising faculty member and the department chair. 3 Hours, 1 Semester

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## **Course Descriptions - Public Administration**

### **PADM 495 WASHINGTON INTERNSHIP**

Field experience as a full-time intern in a congressional office, executive or judicial branch agency in Washington, D.C.

Prerequisite: Limited to students of junior or senior standing who receive approval from the Director of the Fischer Institute (pass/fail).

9 Hours, 1 Semester

### **PADM 496 WASHINGTON SEMINAR**

This course consists of a seminar offered by the academic staff of the Washington Center and usually is taken in conjunction with the Washington Internship. Approval by the Director of the Fischer Institute in advance is required.

3 Hours, 1 Semester

### **PADM 497 WASHINGTON INTERNSHIP: PAPER AND PRESENTATION**

This course consists of a term project or paper and oral presentation made to supervising faculty, the Director of the Fischer Institute, and interested students. It is an additional option for students participating in the Washington Internship Program.

3 Hours, 1 Semester

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# Course Descriptions - Religion

## **REL 219 Christians and Muslims and Jews, Oh Why?**

This course offers a unique, in-depth experience in interfaith knowledge, dialogue, and practice regarding Judaism, Christianity and Islam. It is team-presented by two faculty members and a student intern, who are likewise adherents of that faith. Pertinent readings, first-hand experiences of the three faiths, and no-holds-barred discussion will be the hallmark of this course. Students will be expected to participate regularly, complete three 5-page papers, as well as a final group paper.

3 Hours, 1 Semester

## **REL 270 SPECIAL TOPICS IN RELIGION**

This course is offered on an occasional basis and addresses topics and themes of special interest not covered in the standard course offerings in religion.

3 Hours, 1 Semester

## **REL 322 WORLD RELIGIONS**

The major living religions of the world are studied as expressions of ultimate concern within their historical, theological, and social contexts. Both eastern and western religions are studied.

3 Hours, 1 Semester

## **REL 323 BIBLICAL LITERATURE**

The writings of the Old and New Testaments, their social, political, and religious origins; their central themes, their influence on the Judeo-Christian tradition, and their contemporary significance are studied.

3 Hours, 1 Semester

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# Course Descriptions - Seminar

## **SEM 139 FIRST-YEAR PROFESSIONAL DEVELOPMENT SEMINAR**

First-Year PDS is designed to help students transition successfully from high school to college and to introduce students to career development resources and concepts. In the first half of the course, topics covered include time management, effective study habits, campus resources, self-awareness, and decision-making. In the second half, students explore majors and are introduced to resume

writing, professionalism, networking, and electronic portfolios.

1 Hour, 1 Semester

### **SEM 239 SOPHOMORE PROFESSIONAL DEVELOPMENT SEMINAR**

Sophomore PDS centers on exploration of various majors, minors, and career options. Students work on job-search readiness by learning how to locate internship opportunities, refine their resumes, and write effective cover skills. In addition, they learn about networking and begin to develop interviewing skills through participation in mock interviews conducted by upper level students. Development of LinkedIn profiles and the professional electronic portfolio begins in this course.

1 Hour, 1 Semester

### **SEM 339 JUNIOR PROFESSIONAL DEVELOPMENT SEMINAR**

The primary focus of Junior PDS is on strengthening interviewing skills. Over a four week period, every member of the class participates in a mock interview conducted by a guest employer. In preparation for this experience, students select an internship or job of interest and write a targeted cover letter which is given to the employer along with an updated resume and the job description. In addition to being interviewed, students provide constructive feedback to their classmates about their interviewing skills through observations and class discussions. Students will also further develop networking skills, personal branding tactics, and electronic portfolios.

1 Hour, 1 Semester

### **SEM 439 SENIOR PROFESSIONAL DEVELOPMENT SEMINAR**

Senior PDS centers on making a successful transition to life after college by focusing on the job search or graduate school selection process as well as fiscal responsibility. Subjects covered include how to develop an effective job search strategy, negotiate salary, and be fiscally responsible. Students develop a comprehensive personal budget detailing their projected monthly income and expenses following graduation. The budget includes student loans, insurance expenses, retirement savings plans, etc. and is accompanied by a detailed written explanation of strategies. In addition, students will refine and complete their electronic portfolios and participate in a series of programs such as a financial conference, etiquette dinner, and alumni networking events.

1 Hour, 1 Semester

### **SEM 444 PROFESSIONAL DEVELOPMENT SEMINAR (for UGA students only)**

This course is designed to enhance students professional and communication skills in order to develop and maintain a professional career path. As a seminar course it is highly interactive and will cover the following topics: interpersonal communication, professional writing, networking, the job search process, career resources, mock interviewing, and the development of a professional online portfolio. It is recommended to take this course as close to the student's anticipated graduation date as possible. At the end of this course students will have an updated resume, cover letter, and

portfolio to prepare them for their professional lives.

3 Hours, 1 Semester

### **SEM 445 Prior learning Credit evaluation and portfolio development**

This course is designed to provide an introduction to Prior Learning Assessment (PLA) portfolio development. It provides a series of structured activities and systematic approaches for the student to prepare for petitioning for credit for learning outside the traditional classroom. SEM 445 satisfies the requirement for SEM 444.

3 Hours, 1 Semester

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## **Course Descriptions - Sociology**

### **SOC 161 SOCIOLOGY**

The course is concerned with cultural and social processes, collective behavior, stratification and mobility, race relations, human ecology, population trends, and the changing social world.

3 Hours, 1 Semester

### **SOC 215 Juvenile Delinquency**

Students will acquire an awareness regarding the concepts of juvenile delinquency, the sociological and developmental views of delinquency as well as environmental influences. Selected theories on delinquency and causes of juvenile delinquency will be presented. The role of the different components of the juvenile justice system including the police, courts, and correctional facilities will be discussed; their impact on prevention and rehabilitation will be emphasized. Juvenile justice advocacy, intervention, preventions and the future of juvenile delinquency and juvenile justice will also be presented.

3 Hours, 1 Semester

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## **Course Descriptions - Spanish**

### **SPAN 126 SPANISH I**

This basic Spanish course stresses communication skills, especially listening and speaking, as well as reading, writing, and cultural acquisition. It is for those who have had little or no experience studying Spanish. Students will begin to learn the essential vocabulary, verbs, and grammar required

to function in a Spanish-speaking country and to communicate with native Spanish speakers. Communicative class activities will include pair and group work, interviews, and use of online learning sites. Enrollment eligibility is determined by prior language study.

3 Hours, 1 Semester

### **SPAN 127 SPANISH II**

This Spanish course is designed for students who have already studied basic Spanish. The focus of the course is on expanding the students' vocabulary, as well as covering more difficult grammar concepts including higher-level verb tenses such as present progressive and past tense. Communicative class activities will include pair and group work, interviews, and use of online learning sites. Enrollment eligibility is determined by prior language study.

3 Hours, 1 Semester

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## **Course Descriptions - Sport Management**

### **SMGT 251 INTRODUCTION TO SPORT MANAGEMENT**

This introductory-level course provides an overview to the structure of the sport industry and highlights the scope and variety of potential career opportunities. The value of professional management to sport organizations will also be emphasized. Attention will be given to the issues facing sport organizations and the use of management techniques to solve business-related problems. The development of effective communication skills and networking skills, will be stressed through class presentations and projects and assignments.

3 Hours, 1 Semester

### **SMGT 297 SPORT PRACTICUM**

The practicum is designed to provide students with the opportunity to gain firsthand experience in the business of sport. The course is structured to include weekly interaction and discussions with the professor which will focus on the student's experiences and the practical application of management principles. Students are required to undertake 120 hours (8-10 hours per week) (throughout the semester) in a pre-arranged industry setting, or by students' choice with departmental approval.

Prerequisite: SMGT 251      3 Hours, 1 Semester

### **SMGT 352 SPORT IN SOCIETY**

This course examines the role of sports in North American culture and in a global context. The pervasiveness of sport in all areas of society will be investigated from a sociological perspective.

Analysis of current issues impacting informal, organized, and professional sport will be considered. Attention will also be given to common characteristics within sport and society, including societal values and sport, social problems and sport, deviance, violence, politics, religion, the economy, mass media, ethnicity, nationality, and others.

3 Hours, 1 Semester

### **SMGT 367 SPORT MARKETING**

This course provides the student with basic knowledge and understanding of sport marketing and promotions for intercollegiate, recreational, and professional sport. Marketing's relationship to products and sponsorships, licensing, public relations, media, and special events will be emphasized. Students will get hands-on experience with database management and survey research.

Prerequisite: SMGT 251, MKCM 202, and a minimum of 51 credit hours completed

3 Hours, 1 Semester

### **SMGT 368 SPORT FINANCE**

This course is designed to provide the prospective sport manager with an overview of the major financial issues facing sport managers and the sport industry. An analysis of the following areas will be undertaken: sources of revenue for sport organizations and leagues, a comparison of public and private sector funding in sports, and investment of public resources into private sporting facilities. Also, budgeting and investment comparisons will be discussed.

Prerequisite: SMGT 251, FIN 203, and a minimum of 51 credit hours completed

3 Hours, 1 Semester

### **SMGT 392 SPORT MANAGEMENT INTERNSHIP**

The internship requirement is considered to be one of the most critical components of the Sport Management Program. Students will undertake a 12-15 week, full-time (40 hours per week) supervised internship during the summer following the junior year, or during the fall or spring semesters of the senior year. This opportunity is expected to enhance the student's academic experiences via a required industry analysis paper, a research project, weekly logs and a portfolio, as well as provide additional work experience and networking opportunities. Internship experiences may take place in any of the varied sport industry settings. Students may obtain internships in any region of the country and in some cases may receive financial compensation.

Prerequisite: SMGT 352, SMGT 367, SMGT 368 and/or SMGT 459

9 Hours: 6 hours of field experience and 3 hours of academic coursework, 1 Semester

### **SMGT 459 SPORT LAW**

The application of legal principles is considered in relation to professional and amateur sports.

Emphasis is placed on tort liabilities and risk management. Specific topics include negligence, duty of care, intentional torts, crowd management, contracts and constitutional law. Actual court cases relating to these principles are examined.

Prerequisite: SMGT 367, LSB 327, and SMGT 368

3 Hours, 1 Semester

### **SMGT 460 ATHLETICS ADMINISTRATION**

This course is designed to introduce the student to the management issues faced by administrators within collegiate and high school athletics departments. Students will develop an understanding of issues such as governance, scheduling, NCAA and conference compliance, gender equity and Title IX, conference membership issues, departmental structure, and organizational goals in athletics, legal issues, and operating procedures.

Prerequisite: SMGT 251 or SMGT 352 3 Hours, 1 Semester

### **SMGT 462 SPORT COMMUNICATION**

This course is designed to introduce the students to the role of effective communication in the sport industry. The nature and function of communication will be examined in a variety of settings. Emphasis will be placed on interpersonal communications, public relations, mass media relations, public speaking, and innovative technology. This class is designated as a writing intensive course.

Prerequisite: COMM 247 or SMGT 251 or SMGT 352

3 Hours, 1 Semester

### **SMGT 463 SPORT EVENT MANAGEMENT**

This course is designed to provide hands-on, practical involvement with a major sport event. Students will be assigned to committees for which they will plan, organize, publicize and manage all aspects of event operations during the semester. A required component of the course will include a commitment to work the actual event.

Prerequisite: SMGT 251 or SMGT 352 3 Hours, 1 Semester

### **SMGT 464 SPONSORSHIP AND SALES**

This course is designed to offer hands-on, practical experience in creating and implementing a sponsorship and sales plan. Groups will create marketing surveys, develop sponsorship proposals, identify and contact potential buyers, conduct negotiation and sales, learn activation techniques, and evaluate sponsor packages.

Prerequisite: SMGT 251 or SMGT 352 3 Hours, 1 Semester

### **SMGT 469 COACHING ADMINISTRATION AND MANAGEMENT**

This course emphasizes coaching concepts and strategies necessary to the coaching profession and crucial in the development of quality coaches and sport educators. Planning, preparation, demonstration, explanation, evaluation, and feedback are important skills for coaching and in building a successful athletic program. Students will examine coaching and teaching philosophies and techniques as well as the management skills required for success. Additional emphasis will be placed on recruiting, tryouts, pre and post-season development, conditioning, practice planning, scouting, game management, motivation, and ethics. Upon successful completion of this course, students receive a level Coaching Certification.

Prerequisite: SMGT 251 or SMGT 352 3 Hours, 1 Semester

### **SMGT 470 SPECIAL TOPICS IN SPORT MANAGEMENT**

This course is offered on an occasional basis and addresses topics and themes of special interest not covered in the standard course offerings in Sport Management.

Prerequisite: Will depend on course topic 3 Hours, 1 Semester

### **SMGT 480 SPORT MANAGEMENT SEMINAR**

The sport management seminar is designed as a capstone course and provides an overview of the current and critical issues faced by sport organizations. Emphasis will be placed on the issues confronting sport managers as they operate businesses while also presenting the students with an understanding of the basic tenets of sport policy and governance. The course will use case studies to explore and analyze current issues and concepts from earlier coursework in the field. A senior thesis, focusing on the student's area of interest, is required. Students will be guided through the process of designing individual works, conducting tests/measurements, and analysis and interpretation of results. The seminar is designed and recognized as a writing intensive course. Also, successful completion of the Sport Management Comprehensive Exit Exam is required.

Prerequisite: SMGT 352, SMGT 367, SMGT 368  
3 Hours, 1 Semester

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## **Inactive Courses**

- EDUC 245 Foundations and Philosophies of Education
  - ENGL 311 Significant Periods in Literature
  - FREN 126 French I
  - FREN 127 French II
  - SOC 107 Cultural Anthropology
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# No Longer Part of Current Curriculum

The following courses are still being taught over several upcoming semesters, but are being phased out of the new curriculum:

ACCT	239	Financial Accounting Lab
EDUC	255	English Language Learners
EDUC	310	Methods and Materials in Middle School and Secondary Education
EDUC	320	Curriculum Design and Assessment in an Age of Multicultural Education
EDUC	321	Communication and Technology in the Classroom
EDUC	470	Special Topics in Education
EDUC	476	Independent Study in Education
EDUC	488	Practicum in Middle School Education
EDUC	490	Practicum in Secondary Education
ENGL	323	Writing Academically
ENGL	412	Reading Acquisition in Children's and Young Adult Literature
HIST	118	Introduction to History
HRM	305	Labor Economics
ITM	309	Principles of Information Systems
MGMT	226	Management and Organizational Behavior
MGMT	485	Strategic Management
PSCI	315	Business, Government, and Regulation
PSY	275	Educational Psychology
SEM	115	Current Issues Symposium

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M.A., Andrews University  
M.A., Ph.D., Syracuse University

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M.S.T., Bryant College

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President and Professor Emeritus  
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Ph.D., University of Alabama  
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M.A., Ph.D., Brown University

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## Accreditations

New England Association of Schools and Colleges:

Nichols College is accredited by the Commission on Institutions of Higher Education of the New England Association of Schools and Colleges, Inc.

Inquiries regarding the accreditation status by the Commission should be directed to the administrative staff of the institution. Individuals may also contact:

Commission on Institutions of Higher Education  
New England Association of Schools and Colleges  
3 Burlington Woods Drive, Suite 100, Burlington, MA 01803-4514  
781-425-7785  
E-Mail: [cihe@neasc.org](mailto:cihe@neasc.org)

International Assembly for Collegiate  
Business Education:

Nichols College has received specialized accreditation for its business programs through the International Assembly for Collegiate Business Education (IACBE), located in Lenexa, Kansas, USA. The business program in the following degrees is accredited by the IACBE. IACBE is located at 11374 Strang Line Road in Lenexa, Kansas, USA.

- Master of Business Administration (GPS)
- Bachelor of Science in Business Administration with concentrations in the following areas: Accounting, Criminal Justice Management, Economics, Finance, Hospitality Management, Human Resource Management, Integrated Marketing and Communication, International Business, Management, and Sport Management.

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## Directions to Nichols College

Nichols College  
Center Road  
Dudley, Massachusetts 01571  
[www.nichols.edu](http://www.nichols.edu)

### **From the North:**

Take I-290 to Auburn, where I-290 becomes I-395 South. Follow to Exit 4B (Sutton Road/Oxford Center). Turn right off ramp and stay in the right lane. Go straight through the light at Oxford Center (Cumberland Farms on right). Follow straight past light for 0.8 miles and take a left onto Dudley Road (produce stand is on the right). Follow this road for 3.7 miles, staying straight through a four-way stop sign. Dudley Road becomes Dudley/Oxford Road at the town line. Bearing right at the fork (pond on your right), continue on Dudley/Oxford Road for 2 miles through two stop signs, then straight onto the Nichols campus.

### **From the East & West:**

Take the Mass Pike to Exit 10 in Auburn and get on I-395 South. Follow directions from above.

### **From the South:**

Take I-95 North to I-395 North to Exit 2, (Webster) and turn left off the ramp. Go straight through the first set of traffic lights. Follow Rt. 12 South (Rt. 12 will turn left through Webster center). Continue through Webster center. After the railroad tracks, continue straight into Dudley. Stay in the right lane at the second set of lights after the tracks. Go straight through the lights onto Rt. 197 which is also West Main Street in Dudley. Stay on West Main Street (Rt. 197) until you reach a set of lights next to Cumberland Farms/gas station (on your right). Turn right directly after Cumberland Farms onto Airport Rd. Follow Airport Road and bear right at the four-way stop. (Dudley Hill Golf Club is on your right.) Take the first left onto Center Road and proceed directly on to the Nichols campus.

### **From Hartford, CT:**

Take I-84 East towards Boston. Take Exit 2 (Sturbridge/ Southbridge). When on exit ramp, keep right at the fork. Turn left onto Haynes Street. Turn right onto MA-131/Main Street. Proceed to rotary in Southbridge and take the first right onto MA-169/MA-131. You will pass through Dudley, Massachusetts, then enter Thompson, Connecticut for a short while. Bear left onto Rt. 197 at the set of lights in Thompson. You will re-enter Dudley, Massachusetts on Rt. 197. Turn left onto Center Road. Follow Center Road up the hill to the Nichols campus.

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## Archived Undergraduate Catalogs

- [2011-2013 Undergraduate Catalog](#)
- [2013-2015 Undergraduate Catalog](#)
- [2015-2017 Undergraduate Catalog](#)

## 2011-2013 Undergraduate Catalog

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## 2013-2015 Undergraduate Catalog

This publication provides information concerning the programs at Nichols College and does not constitute a contract with the student.

The policies and procedures contained in the 2015-2016 Nichols College Catalog will remain in effect until June 30, 2016. Nichols College reserves the right to change at any time the rules governing admission, tuition, fees,

courses, the granting of degrees, or any other regulations affecting the campus community. Such changes are to take effect whenever college officials deem necessary.



#### VISIT US

Nichols College  
129 Center Road  
Dudley MA 01571  
800-470-3379

Nichols College is a college of choice for business and leadership education as a result of its distinctive career-focused and leadership-based approaches to learning, both in and out of the classroom.

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