YOUR SUCCESS IS OUR BUSINESS

NICHOLS COLLEGE

2011–2013 Nichols College Catalog remains in effect through August 31, 2013
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 2011–2013 Nichols College Catalog will remain in effect until August 31, 2013. 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.

NICHOLS COLLEGE
Center Road
P.O. Box 5000
Dudley, Massachusetts 01571-5000

Catalog of Nichols College
July 2011
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Dear Student:

One of the reasons I was attracted to the presidency of Nichols College, a role I assumed in the summer of 2011, was the commitment of the entire College community to develop students into responsible business leaders by offering a dynamic, career-focused education and significant opportunities for students to learn and lead in and out of the classroom. I have a full appreciation of this mission, and I am dedicated to ensuring that Nichols continues to deliver a progressive, relevant and transformational experience.

The Nichols brand of education combines a strong business curriculum as the foundation for all disciplines with a pioneering professional development program to give its graduates a distinct advantage in the competitive workplace. The faculty, many of whom are former business leaders, executives, and owners, lends a unique dimension to the classroom and continually works to develop coursework and teaching methods that promote experiential and practical learning. Whether you are specializing in one of the newer academic programs, such as hospitality management, or focused on a traditional discipline, such as accounting, Nichols will prepare you to distinguish yourself in the workplace and effectively contribute to business and society.

The success of students, both in their academic training and professional endeavors, is at the heart of a Nichols education. The College offers a welcoming environment where students are encouraged to learn and grow under the tutelage of mentoring faculty and staff. We place an importance on educating the whole student by fostering cultural appreciation, 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 is proud of the thousands of Nichols alumni who have put their degrees to productive use and who have fashioned their own success stories. Among them are CEOs, company presidents and business owners who attribute the solid business education and nurturing atmosphere of Nichols as the underpinning for their transformation from student to professional.

With hard work and by taking advantage of all that Nichols has to offer, you will join them one day. We wish you well on your journey and look forward to making your success our business.

Susan West Engelkemeyer, Ph.D.
President
EDUCATIONAL OBJECTIVES
Nichols College is a teaching institution whose primary objective centers on the intellectual and professional development of each student. The educational objectives of the Nichols College faculty are to prepare students for meaningful careers in business, public service, and the professions and to take an active part in our culture and society by improving their skills and competencies. Our graduates should be able to:

1. Effectively and creatively apply a variety of oral and written business and professional communication styles.
2. Construct a variety of critical thinking models that include qualitative and quantitative techniques, and be able to analyze and solve problems using these models in an ethical context.
3. Demonstrate a basic knowledge of the fundamental principles of the major field of study. In particular, students majoring in business should possess an understanding of the key business functions of accounting, finance, information technology, management, and marketing and the interaction of these concepts in the practice of business; and further, all students should be aware of and appreciate the arts and humanities and their contribution to the complete development of the well-educated citizen.
4. Differentiate among various modes of professional demeanor, dress, and attitude in the workplace, and to recognize how these affect others’ perceptions of individuals.
5. Understand the meaning of team management and group dynamics, having developed the skills necessary to perform effectively in teams or groups, whether leading or following.
6. Effectively apply technology and recognize its potential power in a dynamic business and professional world.
7. Evaluate how legal, economic, governmental, social, cultural, historical, environmental, and technological issues impact business and the professions and utilize these concepts in developing policies and implementing decisions.
8. Understand the nature of the global workplace, the nature of competition in business and the professional world, and the diverse character of organizational structures and operations in various cultural and international settings.
9. Appreciate the variety and types of “real world” professional work and careers, having experienced first-hand a “real world” learning experience that relates to a specific program of study or curriculum.
10. Realize the personal and professional importance of lifelong learning skills and the need to base these on a broad foundation of knowledge.
11. Appreciate individual differences and recognize all dimensions of diversity including ethnicity, gender, age, physical differences, sexual orientation, race, and religion.
12. Recognize and evaluate ethical matters as they relate to decision-making, careers in the professions, and the responsibility of business and government to the larger society; and demonstrate a working familiarity with concepts and procedures related to ethical “good practice” and conduct.

NICHOLS COLLEGE MISSION
Nichols College strives to develop tomorrow’s leaders through a dynamic, career-focused business education.

We transform our students into successful graduates who can respond to challenges, are eager for responsibility, and will assume significant roles in the global economy.

The Nichols experience happens in a welcoming environment in which students are encouraged to learn and grow under the guidance of mentoring faculty and staff committed to student success.
CULTURAL LIFE

The Robert C. Fischer Policy and Cultural Institute

Established in 1980, the Robert C. Fischer Policy and Cultural Institute (formerly the Institute for American Values) is responsible for the College’s Cultural Enrichment Program. The Institute is housed in the Currier Center, named after Frederick P. Currier, whose generous gift enabled the College, in the spring of 1997, to renovate a classic 19th century schoolhouse on the College green into a conference center for symposia and classes.

The Institute brings to the Nichols College campus eminent authorities from a wide range of disciplines to participate in symposia, seminars and public addresses that highlight the challenging and controversial problems of the global community. Past Institute speakers have included New Zealand ambassador and former Prime Minister William Bolger, former Magellan Fund Manager Robert Stansky, African-American astronaut Winston Scott, UN Ambassador from Bangladesh, Anwarul Chowdhury, MA State Senator Cheryl Jacques, sports management executive Lou Imbriano, visiting scholar on Pakistan, Hassan Abbas, as well as award-winning authors, international journalists, security experts, and others with connections to areas of major study at Nichols College.

Each semester, prominent musicians, artists, poets, authors, and acting troupes perform on campus for Nichols students and interested members of the public. The performing arts programs enhance and broaden the educational experience of Nichols undergraduates. Together with the public policy programs of the Robert C. Fischer Policy and Cultural Institute, the arts programs have provided stimulating, exciting and often unusual events at Nichols since the Cultural Enrichment Program was established in 1984. The program expands students’ horizons and provides a well-rounded, richer college experience — adding much to the excitement of campus life on Dudley Hill.

Davis Business Information Center

The Davis Business Information Center is the administrative and academic computer hub of the campus. This facility houses the College’s administrative computer, networking hardware, and academic systems.
MEMBERSHIPS
American College Health Association
Association of Governing Boards
Association of Independent Colleges and Universities in Massachusetts
Colleges of Worcester Consortium
Council for Advancement and Support of Education
International Assembly of Collegiate Business Education
National Association of Independent Colleges and Universities
National Collegiate Athletic Association
New England Association of Schools and Colleges
The Association to Advance Collegiate Schools of Business
The College Board
The Council of Independent Colleges
The Tuition Exchange

HISTORICAL HIGHLIGHTS
1815 Nichols Academy was founded by Amasa Nichols, a wealthy Dudley industrialist. Early benefactors of the Academy include 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 is named Nichols College’s sixth and first female, president.

1999 The Educator Preparation Program (5-12) is re-established as an academic specialization.

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

2006 Nichols Student Government Association celebrates its 30th anniversary.

2007 The Fischer Institute celebrates its 25th anniversary.

2008 Nichols introduces a “GreeNCampus” initiative in order to reduce its carbon footprint.

2010 Attendance at the Fischer Institute passes the 50,000 mark.

2011 Dr. Susan West Engelkemeyer is named Nichols College president.

COLLEGE RESOURCES

The Faculty

The faculty at Nichols comprises one of our most important resources. Nichols’ small size, student/faculty ratio of 17 to 1, institutional commitment to teaching, and dedicated faculty help the student form close and lasting relationships with faculty members.

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.

THE CAMPUS

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

Currently Nichols College owns and maintains 33 buildings and structures comprised of 14 administrative/academic buildings, 11 resident halls and 8 student life buildings. The gross square footage for these buildings totals 403,550. The average age of the buildings is 58 years old, while the oldest building on campus, the Guest House, dates back to 1792. The most recent addition is Copper Beech II, a resident hall built in 2009. Over the past 10 years roughly $23.2 million has been spent on new construction adding 6 new resident halls and an athletic center to the campus. Nichols has spent an additional $4.8 million on capital improvements throughout campus in the last 4 years which includes renovations to 2 resident halls, 2 administrative/academic buildings, the campus common and various other projects.
Major Buildings

Academy Hall 1881
Academy Hall houses Graduate and Professional Studies, the office of the Registrar, and eight classrooms. The building is also the location of WNRC-LP Nichols College Radio.

Admissions Center 1965
A former residence this structure houses the office of Admissions and Financial Aid.

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, two fitness rooms, indoor climbing wall, and four varsity locker rooms.

Chalmers Field House 1965
The Chalmers Field House contains three levels and a clear span of 120’x120’x35’. The facility is multipurpose as it contains a basketball court, locker rooms, athletic offices, and equipment storage. Within the facility are several additional spaces, the Pak’s Den, a weight training room, aerobics/dance workout room, a modern athletic training facility, and a student lounge.

Chapel 1883
Originally a library and an astronomical observatory, the present chapel stands as a tribute to all faiths and a place of meditation. 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 the home to the department of Academic Affairs, the Professional Development Program, and Faculty Offices.

Conant Library 1962
This four-story building overlooks a beautiful New England valley and landscape. The Library provides a welcoming environment in which individuals can study, work, and collaborate. The Library has almost 33,000 printed volumes and over 43,000 electronic books, plus access to many online databases. The building has wireless internet technology, and also provides computers, printers, scanners, and fax machines for student use. In addition to the main Library space this facility also houses the Academic Resource Center, the department of Information Technology, the College Archives, and a computer equipped auditorium.

Conrad Hall 1956
Named in honor of the College’s first President, James L. Conrad, this building is anchored on the corner of two roadways and serves as the primary administrative building for the institution. Conrad Hall houses the Business Office, Advancement & Alumni Relations, Communications, and the Office of the President.

The Currier Center 1890
This building located on the College Green 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 as the new home on the main campus for the Robert C. Fischer Policy & Cultural Institute. The building houses a seminar room, library, and offices. The Currier Center is an intimate and flexible classroom or conference center.

Daniels Auditorium 1880
This building houses the Eaton Foyer, which can accommodate gatherings of up to 75 people which serves an elegant setting for many functions. The Main Hall is flexible space that can provide accommodation to 330 people, in a theater setting. The room can also be easily converted to a banquet hall able to seat 250 guests, complete with a warming kitchen. The hall is equipped with theater lighting, an LCD projector, surround sound audio system, dressing areas for performers, and stage.

Davis Hall 1991
This state-of-the-art academic center contains 10 classrooms, two lecture halls, a seminar room, several faculty offices, café, and student lounge area. Each classroom is equipped with smart technology for enhanced instruction which is hooked into the campus network, the building is also contains wireless technology. The structure is dedicated to the Davis Family of East Longmeadow, Massachusetts, a generous benefactor of the College.

Lombard Dining Hall 1974
The dining hall provides modern dining and event facilities for the campus community. The building has two different distinct dining environments the Ingraham Room provides for a more formal and elegant atmosphere. The Main Hall provides for traditional style Dining Service. The lower level houses the department of Facilities Management.

Student Services Center 1979
Located nearest Davis Hall this two story structure, once a residence, now houses the Dean of Student Services, the office of Career Services, and Housing and Residence Life.

South Hall 2007
This single level building located within the heart of the residential community houses the offices for Public Safety, Health Services, and the campus Post Office.

Residence Halls

All Nichols College Residence Halls have updated life safety systems and card access entry. Each Residence Hall Room has wireless internet, cable, and telephone connections provided. 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 and is 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 are two residence halls targeted toward senior students and are located directly off of Center Road. These facilities feature apartment style accommodations; each is complete with full kitchen, living, and dining areas. 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, while students living in 4 person apartments have 2 bedrooms and 1 bath. Copper Beech I has a market available to all students, and a staff office. In addition Copper Beech II houses common vending for all resident students.

**Kuppenheimer Hall 1970**
This residence hall was completely renovated in 1998 to become the college’s first living space for students with residential suites. Each room is furnished with a spacious common room, and private suite bathroom. Kuppenheimer houses 43 students in 11 unique layouts. Kuppenheimer has close proximity to parking and outdoor residential recreation areas.

**North Hall 2007**
North Hall was built in the summer of 2007 and 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, and overlooks the Francis W. Robinson 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, the building contains a staff apartment and student lounge. This building was completely renovated in three stages with completion in the summer of 2008. Olsen hall is the “greenest” building on campus due to the efforts made during the renovations. The green initiatives include, 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. There is a lounge/recreation room and staff apartment located on the ground floor. It is a “cluster” style residence hall, with two rooms sharing a common bathroom. Each room is spacious and climate controlled with heating and cooling.

**Shamie Hall 1991**
The largest residence hall on campus, Shamie Hall houses more than 330 resident 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 and there is a staff apartment on the third floor. In addition to the many amenities, there is also a living and learning classroom on the third floor.

**Winston Hall 1945**
Winston Hall houses 16 students. Extensive renovations in the summer of 2007 include a shared kitchen, and a common lounge. The coed building houses students by gender on each floor with their own bathroom. Students also find that the small parking lot located directly behind the building to be a convenient aspect of residing in Winston Hall. This residence hall is also the home to the Quiet Lifestyle community as it is located apart from other residence facilities.

**Outdoor Recreation Facilities**

**Vendetti Field**
This multipurpose, synthetic grass field with lights includes an eight-lane track, press box and bleacher style seating. Dedicated in 2005 in honor of Coach Michael J. Vendetti, the field serves as the primary game field for many NCAA competitions.

**Francis W. Robinson Jr. Tennis Court Complex**
Six deluxe tennis courts, named for former Nichols Trustee Francis “Pat” Robinson Jr. ’38 were dedicated in 1992 as part of a new outdoor recreational facility. Located next to the Chalmers Field House, the complex also includes a basketball court, volleyball pit, and a bank of lighting to enjoy outdoor facilities into the evening.

**Athletic Fields**
To compliment the full array of NCAA varsity sports, Nichols maintains several outdoor athletic fields, which include baseball, softball, and soccer. Located within close proximity to one another the entire Athletic complex is the outdoor showcase for Nichols College Athletics.

**Residence Hall Recreation Areas**
In addition to the amenities featured in the residence halls, there are numerous outdoor areas provided for recreation and relaxation. A wiffle ball field, horseshoe pit, and several open space quads complement the full residence hall experience for Nichols students.

**Off Campus Opportunities**
The local area offers abundant opportunities for recreation. Within 25 miles of the College, students may participate in many different outdoor activities, attend movies and theater productions, and shop. Many activities in the Worcester area are just twenty-five minutes from campus. A one hour’s drive provides students access to metropolitan areas such as Boston, Providence, Hartford, & Springfield. The College community has easy access to historical museums and sites such as Old Sturbridge Village, as well as the cultural benefits of southern New England.
STATEMENTS OF POLICY

Nichols is an Equal Opportunity College

Notice of Nondiscriminatory Policy as to Students.
Nichols College admits students of any race, color, religion, sex, age, handicap, 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.
It is the policy of Nichols College not to discriminate in employment on the basis of race, color, religion, age, sex, handicap, sexual orientation, veteran status, national and ethnic origin.

Policy on Observance of Religious Holidays
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 Harassment 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 harassment. Sexual harassment is unlawful and will not be tolerated by the College. Further, the College will act promptly to eliminate the harassment and impose such corrective action as necessary, including disciplinary action if appropriate. Informal mechanisms for resolving sexual harassment complaints may be used when the parties agree to do so. If the outcome is not satisfactory, the student may end the informal process at any time and begin the formal stage of the complaint resolution process. Complaints may be made orally or in writing to the Director of Residential Life, Director of Health Services, or the Vice President of Administration. Please refer to The Student Handbook on the College website for the full text of this policy.

Policy on Jury Duty
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, which contain helpful information about confirming, postponing, rescheduling, or relocating service, and 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.

Drug Free Campus and workplace
The College community recognizes that abuse of alcohol and other drugs are 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.

Storm Cancellations
Should severe weather require cancellations of classes, announcements will be broadcast on WBZ-TV (Channel 4 – Boston), WCVB-TV (Channel 5 – Boston) and over radio stations serving central Massachusetts and northeastern Connecticut: WTAG – 580 AM, WESO – 970 AM, WINY – 1350 AM, WQVR – 100.1 FM, WSRS – 96.1 FM, WXLO – 104.5 FM. Students can also call the Nichols College “Snow Line” after 6 a.m. at 508-213-2452 to see if classes are cancelled for the day.
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 is provided the best career-focused business education in New England. The admissions process is a joint one between the applicant and the Nichols College community. We want to make sure that Nichols is the right fit for you, and the College.

INTERVIEWS AND TOURS

There is no substitute for a campus visit when you are choosing a college. Tours are offered at 9:30 a.m., 11:00 a.m., 1:30 p.m. and 3:00 p.m. It is best to call ahead to arrange an interview and tour.

To arrange for a visit, please call the Office of Admission at 508-213-2203 or 1-800-470-3379 between 9:00 a.m. and 4:30 p.m. We will arrange a tour with one of our student ambassadors. If you 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.

If you have questions or need information about any of the application or admissions procedures, please feel free to call or write the Office of Admission, Nichols College, P.O. Box 5000, Dudley, MA 01571-5000, or email us at admissions@nichols.edu. Please visit our website at www.nichols.edu.

ADMISSION PROFILE

Admission candidacy requires that every applicant is either a high school graduate or has 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.

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 procedure, applicants are considered for admission as soon as their application files are completed. You will need to submit the following to complete requirements for application:

1. A completed application form must be filed with the Office of Admission along with an application fee. There are three ways to submit an application for admission:
   - Complete and return a paper application with a $25.00 application fee to:
     - Office of Admission
     - Nichols College
     - P.O. Box 5000
     - Dudley, MA 01571-5000
   - apply online by visiting our website at www.nichols.edu, and submitting your application electronically.
   - apply via the Common Application at www.commonapp.org.

2. Have your secondary school transcripts sent directly to the College. Home-schooled students should submit a self-certified transcript. Preliminary evaluation can be done with an unofficial transcript; however, an official offer of admission cannot be made until official transcripts are in the application file.

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 your scores sent
directly to Nichols College, enter our code as 3666 for SAT tests, or 1878 for ACT tests.
4. Have at least one academic recommendation, preferably from a guidance counselor or teacher, sent directly to the College.
5. Send us a personal essay describing a book, person, or experience that has influenced your life.

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 credit is sought. Upon admission to Nichols College, copies of the transfer student’s transcript are sent to the Office of the Registrar for evaluation. The Registrar will send to 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 semester hours.
3. Only six semester hours are permitted for transfer credit toward junior/senior specialization requirements.
4. Only three semester hours are permitted for transfer credit toward minor requirements.
5. All transfer students must take at least 30 semester hours — immediately preceding graduation — at Nichols College and complete all degree requirements.
6. Nichols College evaluates non-traditional credit on the basis of recommendations made by the Council for Higher Education Accreditation (CHEA).
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 last 10 years to qualify for transfer credit.
9. Computer courses must be taken within the last five years.
10. A maximum of 30 semester 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 course (MGMT 485) is 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 the award of credit for prior college level work. If you currently attend a two-year college, check to see if Nichols has an articulation agreement with your institution. You may contact the transfer coordination department at your current institution or call the Office of Admission 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. Proficiency in English is necessary and may be met by achieving scores of at least 550 (paper-based test) or 80 (internet-based test) on the Test of English as a Foreign Language (TOEFL), through study at an approved English language school, by acceptable scores on either the SAT or the ACT tests, or by other methods documenting the student’s fluency in English. Information on the TOEFL or the SAT may be obtained through: Educational Testing Service, Princeton, New Jersey 08540 USA.

International students must submit the same information as American students in order for their applications for admission to be complete. The application fee may be submitted in the form of an international money order or bank draft. Letters of recommendation must be submitted in English and all transcripts must be translated into English if the original is not in English.

When all of the above information has been received, the International Counselor will consider your application for admission. Once you have been admitted, pay a $4,500.00 deposit, and submit an Affidavit of Financial Support with official certification from your bank an I-20 will be issued. The I-20 cannot be issued without these two items. This school is authorized under federal law to enroll nonimmigrant 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 Assistance if you meet all of the following requirements:
- Are a citizen or eligible non-citizen of the United States with a valid Social Security number;
- Have a high school diploma or a General Education Development (GED) certificate or pass an approved “ability to benefit” test;
- Enroll in an eligible program as a regular student seeking a degree or certificate;
- 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.
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 as being more important than quantitative measures of past school performance.

Readmissions

Day students who have previously attended the College and have left or withdrawn are required to file an application for readmission with the Office of the Registrar. If the student has attempted academic work at other institutions since leaving Nichols, official transcripts of the work must be submitted. In certain cases, the application for readmission may be considered by the College’s Academic Review Committee prior to the student being granted readmission. This Committee normally meets in January and in June for the purpose of considering these requests. When necessary, the Committee will meet in August prior to the opening of the school year. Letters requesting readmission must be received by the Registrar at least 10 days prior to the meeting date of the Academic Review Committee.

Advanced Placement

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 combination of these methods.

Correspondence Courses

Courses taken by correspondence through a regionally accredited college and recognized by that college as being acceptable toward its own degree may be evaluated for transfer to Nichols College.

Credit by Examination

A student who feels that he or she has sufficient knowledge to pass an examination for a particular course may request permission from the appropriate program chairperson to take the examination for credit. If the chairperson feels that the student’s background indicates that he or she is likely to pass the examination, the chairperson will assign a member of the department faculty to administer an examination. In all such cases the chairperson will secure the approval of the appropriate Associate Dean of Academic Affairs. Credits earned by examination will be graded as pass or fail and will not be included in calculating the grade point average. No student may take an examination for credit in a course that he or she has taken previously taken at Nichols or another college and failed to earn a grade of “C” or better. (Administration fee: $50.00 per credit.)

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 visit the College website.

Proficiency Examination Program

The Proficiency Examination Program of the American College Testing Program is similar to the College Level Examination Program. Credits can be earned by taking nationally administered tests in your local area.

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 up to one year’s credit.

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 school courses 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.

Acceptance and Confirmation Procedure for Day Students

All applicants, except international students (see international student section), are required to forward a refundable $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 after May 1st are non-refundable. Students admitted after August 15th are required to immediately pay all charges normally due on or before August 15th.
Student Life beyond the classroom is an important part of a student's education at Nichols. A large and diverse number of experiences coupled with a small student body offer each student unlimited possibilities for involvement in campus and community affairs.

Students can participate in social and professional organizations, special interest groups, cultural and social events, intercollegiate and intramural sports, the campus radio station, literary magazine, yearbook, 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 represented by the commuter council comprised of commuter students voted into position.

All facilities and activities are open to commuters.

STUDENT ORGANIZATIONS

It is hoped that every student will develop an interest in co-curricular activities. Because Nichols is a relatively small college, we are able to respond quickly to changing needs and interest in the student body. A group of students with a shared interest will find ready encouragement and support to organize a new club or activity. Organizations at Nichols include the following:

Academic Honor Societies

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.

Omicron Delta Epsilon. The Kappa Chapter of Omicron Delta Epsilon was founded on the Nichols College campus in 1973. It is the official international honor society in economics formed for the purpose of demonstrating the College’s continued commitment to academic excellence and recognizing academic achievement in economics.

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 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.

Athletic Societies

SAAC (Student Athlete Advisory Council). This council is comprised of team leaders who assist with addressing policies, procedures, and athletics issues on campus.

Student Government Organizations

Campus Activities Board (CAB). The mission of the Campus Activities Board is to provide social activities and events that unite the student body and enhance the Nichols College Community. CAB provides events ranging from comedians, live music, novelties, the Fall Extravaganza, Spring Weekend and more. Membership to CAB is open year round to the entire Nichols College community. The president and vice president serve as member of the Executive Advisory Board.

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 11 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 the student clubs and organizations on campus sponsoring club trips, speakers, novelty events, leadership programs, and much more. The SGA meets weekly in a town hall format open to all students and community.

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.

College Yearbook. The Ledger, which is published annually by Nichols students, serves as a pictorial account of the activities of each school year. The Ledger is created by student editors and a committee.

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.

CLUB ACTIVITIES

Racquetball Club. The co-ed racquetball team competes regionally against area colleges and universities. The team also competes annually in the national championships, winning the Men’s National Championship in 1995 and placing fourth in the 1996 overall championship.

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 the club level competitions with other colleges.
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 that includes many home and away games. In 2006, the team won the New England Rugby Football Union Division IV Championship.

Women’s Rugby Club. This organization provides an opportunity for female rugby players to compete with area colleges and universities. Players of all skill levels are welcome.

Track and Field. This co-ed club is comprised of a group of students who meet in the spring and participate in local track meets.

General Interest

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.

Commuter Council. This organization serves as the 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.

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.

Dance Club. This club is open to all students and it helps students both learn and practice different types of dance, as well as working together as a group to put on shows, fundraisers, and other events.

History Club. The goal of this group is to create an environment in which students with an interest in history, politics, and current events have the opportunity to broaden their horizons and increase their knowledge and experiences.

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.

International Students Association. This group strives to share culture, open minds, and bring the world to Nichols College. The goal of the organization is to educate students about the diverse cultures on campus and beyond.

Marketing Club. The Nichols College chapter was formed to foster the interest of students in the field of marketing. Business leaders who are actively engaged in some aspect of marketing speak to the campus chapter. Students participate in marketing simulations and other programs with members of collegiate chapters in the Boston area. Members may participate in Boston AMA chapter activities which afford them more exposure to marketing techniques.

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.

Student Alumni Society (SAS). SAS is a club on campus that is open to all students and promotes the interest of and understanding between Nichols College students of the past, present, and future. SAS provides opportunity for leadership positions on campus as well as furthering their education by being involved in the campus, community, and alumni activities.

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

Umoja. Organized in the spring of 1999, Umoja (the Swahili word for unity) began as a club meant to celebrate diversity on campus. Open to all students, Umoja plans social and educational opportunities on the topics of multiculturalism and diversity.

STUDENT SUPPORT SERVICES

Academic Advising

Upon entering Nichols, each student is assigned a faculty member or professional advising staff member who counsels the student about course selection, academic success and other academic related issues. Academic advisors refer students to other counseling and support services when appropriate.

Academic Resource Center

The Academic Resource Center (ARC) at Nichols College encourages discussion between students, faculty and staff in the pursuit of successful independent learning. This facilitation of dialogue and instructional assistance is used to support all members of the Nichols community.

The staff at the ARC currently consists of peer tutors, certified peer tutors, and professional tutors covering all major areas of study at the College. The center is additionally affiliated with the Learning Assistance Association of New England (LAANE), the New England Peer Tutoring Association (NEPTA), and the National Conference for Peer Tutors in Writing (NCPTW) in which peer tutors participate in research and presentations. The ARC also supports a number of school-wide projects including Windfall, the student-produced campus literary magazine, the annual poster session, portfolio development, and colloquium.

Career Services

The Office of Career Services serves the career planning needs of Nichols students through individual counseling and the use of occupational tests, resume and cover letter development, and career search information. Additionally, each year the Office of Career Services hosts dozens of major corporations in the on-campus recruiting program and at the Annual Career Fair. Career Services provides students with a variety of resources, such as Focus V2 Career Planning System, Road to Success recruiting and job search software, and I Career videos, providing video-based instruction on the job search and beyond.

College Chaplaincy

Chaplaincy at Nichols College is non-denominational and interfaith in nature, and exists to encourage, facilitate, offer advice and counsel, educate and serve as an example in matters spiritual and religious at Nichols College.
College Success Course

The College Success course (COLL 001) is designed for students in academic difficulty and is required of students on academic probation and academic suspension warning. The topics for the class include time management, goal setting, study skills, note-taking skills, test-taking skills, learning styles, wellness, and individual academic advising meetings.

Conant Library

The Library enhances learning, teaching, and research by acquiring, organizing, and providing easy access to a variety of information resources. Users have access to a wide range of print and Web-based online resources, including over 70 electronic databases (many providing the full-text of articles) and the Library’s online catalog. The staff of Conant Library provides reference assistance and instruction and works in partnership with faculty and the Academic Resource Center to develop information literacy across the curriculum, giving the users 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 resources.

Health Services

The operating hours at the Health Services Center, located in the 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 students. Anyone wishing to see the college physician must call Health Services at 508-213-2238 or stop by to schedule an appointment to be seen. All entering freshmen are required to have on file in Health Services a physical preferably within the last six months 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, Student Services, or are available on the Nichols College website.

Housing and Residence Life

The Office of Housing & 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 Resident Directors (RD’s), who live in the residential community, 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 PDS program was created to ensure that the end of the college experience is as promising as the beginning. The College recognized a need to teach students the professional skills required in the workforce, but not included in the typical college curriculum. Faculty and staff custom-designed a program that cultivates “real life” skills needed in the professional arena while supporting the college mission “…to develop tomorrow’s leaders through a dynamic, career-focused business 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 the unique developmental needs of our students from freshman through senior year. To demonstrate that they have acquired skills and abilities while in the program, each student must develop a portfolio of his or her best work and learning experiences. 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, public safety personnel can be reached at any time via telephone at campus extension 5555 or 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 to 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 in providing services to Nichols College.

Orientation and Semester Opening Programs

During the summer, incoming students and their parents attend our summer programs. Parents attend workshops facilitated by faculty, staff and students. These workshops are designed so
parents can learn about Nichols College policies and procedures. In September and January, semester opening programs for new students continue with campus-wide activities involving students, faculty, and staff. In September and January, semester opening programs for new students continue with campus-wide activities involving students, faculty, and staff. The Nichols orientation process is a way for new students to meet other incoming students, learn about life at Nichols College and work with older student orientation leaders. The orientation process is designed to make the students’ transition to college as seamless and enlightening as possible.

**Student Involvement**

The Center for Student Involvement (CSI) oversees all student programming on campus. CSI oversees the Student Government Association, the Campus Activities Board, all student clubs and organizations, New Student and Parent Orientation, community service trips and leadership programs. The CSI is the hub of co curricular enrichment efforts on campus.

**Additional Services**

Assistance with financial concerns, including work-study programs, is provided through the Financial Aid Office. Information regarding graduate school programs, graduate entrance examinations, and other matters pertaining to graduate or professional education is available through designated faculty advisors and the Office of Career Services.

**ATHLETICS**

**NCAA Division III**

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

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<td>Lacrosse</td>
<td>Softball</td>
<td>Women’s Ice Hockey</td>
</tr>
<tr>
<td>Soccer</td>
<td>Tennis</td>
<td>Cheerleading</td>
</tr>
<tr>
<td>Tennis</td>
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</table>

**The competition**

**Fall:** The Bison athletics program includes football, soccer, and golf for men, and field hockey, soccer, and tennis for women. All but the football team compete in the 10 institution The Commonwealth Coast Conference (TCCC) with schools such as Western New England College, Endicott College, Salve Regina, and Curry College. The field hockey, golf, women’s soccer, and women’s tennis teams have won conference championships in the past several years. The football team competes in the 14-team New England Football Conference against the likes of Curry College, MIT, Worcester State, Endicott College, and Salve Regina. The Nichols Bison are five-time NEFC champions.

**Winter:** The Bison compete in men’s and women’s basketball as well as men’s and women’s ice hockey. The basketball teams both compete in the TCCC 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 and 2011 ECAC Northeast Ice Hockey League Tournament, winning the championship in 2009. Home ice for the Bison is the June R. Levy Rink in Harrisville, R.I.

**Spring:** Teams include baseball, lacrosse, golf, and tennis for men; lacrosse and softball for women. The baseball and softball teams travel to Florida for an early-season start during spring break before starting The TCCC schedule. The men’s tennis team won the Conference Championship in 2000 and 2001.

**Club Sports**

Nichols also provides club sports activities for cheerleading, men’s rugby, racquetball, men’s and women’s ice hockey, and more. The men’s rugby club plays in the fall and spring against other traditional New England Rugby Union teams. The racquetball team competes at the regional and national level; 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.

**Intramural Sports**

Intramural competition is spirited and includes teams from the residence halls, commuter students, faculty and staff. Competition usually includes basketball, soccer, floor hockey, and dodge ball.

**Athletics Facilities**

Nichols boasts many fine outdoor sports facilities. Beginning in the fall of 2005, the 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 W. Robinson Jr. Tennis Courts are fully lighted. Fields for soccer, softball, and baseball complement the College’s outdoor facilities.

The Chalmers Field House contains basketball and volleyball courts, aerobics room, athletic training room, and offices for the staff. 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 a suspended jogging track. It also features two racquetball courts, one squash court, two fitness rooms, an atrium foyer with indoor climbing wall, four varsity locker rooms for the men’s and women’s basketball teams and other women’s varsity teams, two offices and a multipurpose function room.
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 each year. The Executive Committee of the Board of Trustees meets on call throughout the year.

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

Policies

Enrollment at Nichols College implies full acceptance of all College 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 harassment. The College will not tolerate such conduct, either by students or by members of the faculty, administration or staff; and 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.

Student Code of Conduct

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.

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 this Code. 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 this code. The severity of the imposed sanctions will be appropriate to the behavior.

NOTICE: The reader should take notice that while every effort is made to ensure the accuracy of the information provided herein, Nichols College reserves the right to make changes at any time without prior notice. The College provides the information herein solely for the convenience of the reader, and, to the extent permissible by law, expressly disclaims any liability which may otherwise be incurred.

**I. JURISDICTION & JUDICIAL AUTHORITY**

A. Nichols College Student Code of Conduct shall apply to the following:

1. Any person(s) enrolled in any course or program offered by the College at time of the alleged offense.
2. Any recognized student organization, such as Student Government Association, which is responsible for compliance with College policy, rules and regulations.

B. The Conduct Code shall be applied only in cases of conduct:

1. Occurring on campus or properties leased by the College, or
2. Involving College related personal property, or
3. Occurring at activities sponsored by the College, or
4. In which the College can demonstrate a clear and distinct interest as an academic institution regardless of where the conduct occurs and which seriously threatens (a) any educational process or legitimate function of the College, or (b) the health and safety of any member of the academic community.

C. The Dean of Students shall determine the judicial and appellate process and determine which judicial officer shall be authorized to hear each case.

D. The Dean of Students shall develop policies for administering the judicial system and procedural rules for the conduct of hearings that are consistent with the provisions of the Student Code of Conduct.

E. Decisions made by the hearing officer shall be final, pending the normal appeal process.

F. The Dean of Students may be designated as arbitrator of disputes within the student community in cases that do not involve a violation of the Student Code of Conduct.

**II. VIOLATIONS**

Violations include those activities which directly and significantly interfere with Nichols College’s: (1) primary educational responsibility of ensuring the opportunity of all members of the community to attain their educational objectives; or (2) its subsidiary responsibilities of protecting the health and safety of persons in the campus community, maintaining and protecting property, providing living accommodations and other services.

Upon satisfactory proof that a student has violated a Nichols College policy, or procedure, the student and/or organization may be subject to disciplinary action.

The violations listed below are considered in the context of the student’s responsibility as a member of the academic community; other actions, which may be considered as violations, may be defined by other documents, as, for example, the residence hall agreement.

Please note that members of the Nichols College community who invite non-students/guest to campus must be able to account for the whereabouts of their guests at all times, and they assume responsibility for their actions and behaviors. It is the sole responsibility of the host student to inform their guests of College policies. Guests must comport themselves in a manner keeping with the rules, regulations and standards of the campus community. All guests are expected to produce identification at the request of a staff member and may be asked to leave campus at the discretion of a College official. Students may be held responsible for conduct and actions of their guests. This may include any financial responsibilities for any expenses incurred.

The following violations indicate categories of inappropriate conduct or activity. Those listed below have been delineated in such a way as to give reasonable warning to students that such conduct or attempted conduct is prohibited. These definitions of violations should not be rigidly construed.

A. Educational Mission

1. Academic dishonesty, such as cheating, plagiarism, or knowingly furnishing false academic information to the College will be handled by the faculty and the Provost. (This process is managed by Academic Affairs, please see the Nichols College Catalog, page 30, for more information.)
2. Tampering with or falsifying official records. (Level 4)
3. Knowingly furnishing false information to members of the Nichols College faculty, staff or administration in pursuit of their official duties. This included committing perjury during any investigative or judicial proceedings. (Level 2)
4. Harassment or discrimination based on race, color, religion, sex, sexual orientation, national origin or citizenship status, age, disability, or veteran status.
5. Unauthorized representation as a Nichols College employee, fellow student or Public Safety Officer. (Level 2)
6. Refusal to identify properly oneself to a representative of Nichols College in pursuit of their official duties. (Level 2)
7. Direct interference with a student, faculty, staff member or officer of Nichols College in the performance of his/her official duties. (Level 2)
8. Forgery or passing a worthless check or money order in payment of any financial obligation to the College community.
B. Safety and Environmental Health
1. Acts of Intolerance. (see Acts of Intolerance Policy for specific information)
2. Assault on a college official. (Level 3)
3. Causing the Evacuation of a building. (Level 3)
4. Conduct which threatens or endangers the health and safety of any individual. (Level 2)
5. Creation of a fire hazard or other dangerous condition, including blocking hallways, stairwells and doors. (Level 1)
6. Disorderly Conduct. (Level 2)
7. Substantial disruption of authorized activities. (Level 1)
8. Failure to evacuate during a fire alarm. (Level 1)
   a) First Offense: $50
   b) Second Offense: $100
   c) Third Offense: $150
9. Giving false reports of fire or other dangerous conditions. (Level 3)
10. Harassment or intimidation of another person. (Level 2)
11. Hazing (defined as any action taken or situation created recklessly or intentionally by an individual or organization or with the knowledge or consent of an organization) to produce mental or physical discomfort, embarrassment, ridicule to any member or prospective member, or violation of law. (Level 5)
12. Intentionally placing a person or persons in reasonable fear of imminent physical harm. (Level 2)
13. Lewd or indecent/obscene behavior. (Level 2)
14. Physical assault. (Level 2)
15. Possession or use of a non-firearm weapon (Level 3)
16. Restriction of normal traffic flow into or out of Nichols College facilities. (Level 1)
17. Sexual Assault. (Level 5)
18. Smoking in buildings, including residence halls and/or smoking within 15 feet of any building. (Level 1)
   a) First Offense: $50
   b) Second Offense: $100
   c) Third Offense: $150
19. Unauthorized Demonstration. (Level 1)
20. Violation of Nichols College health/safety regulations. (Level 1)
21. Violation of motor vehicle policies. (Level 1)
22. Verbal Abuse. (Level 2)
23. Exceeding Occupancy Levels.
24. Inappropriate Behavior.
25. Getting on roofs, tampering with and/or removing windows, screens or storm windows. (Level1)
26. Violation of Nichols College “No Contact Order.”
27. Violation of Nichols College “No Trespass Order.”
28. Sexual Misconduct. (Level 4)

C. Care of Property
1. Causing Water or Fire Damage to college property. (Level 3)
2. Illegal use of network and/or computers. (See Acceptable Use of Information Technology Policy for more information, pages 25–27.)
3. Littering. (Level 1)
   a) First Offense: $150
   b) Second Offense: $300
4. Misuse, destruction or defacement of Library material or other academic material. (Level 2)
5. Misuse, destruction or defacement of Nichols College property. (Level 2)
6. The theft, unauthorized acquisition, removal, or use of property, including computers, computer files, data, e-mail or other electronically stored information and/or service. (Level 1)
7. Trespassing or unauthorized presence on campus or related properties, including residence halls. (Level 2)

D. Violation of local, state or federal laws
1. Arson. (Level 5)
2. Assault with a weapon. (Level 4)
3. Bookmaking. (Level 5)
4. Forgery or passing a worthless check or money order in payment of any financial obligation to the College community. (Level 4)
5. Gambling. (Level 2)
6. Harassment or discrimination based on race, color, religion, sex, sexual orientation, national origin or citizenship status, age, disability, or veteran status. (Level 2)
7. Hate crimes. (Level 5)
8. Identity Theft. (Level 5)
9. Possession or use of a firearm. (Level 5)
10. Violation of Nichols College or State drug regulations or laws. (see Drug Policy for additional information)
   a) Possession and/or consumption of drugs.
   b) Possession and/or use of drug paraphernalia.
   c) Distribution, sale or intent to sell drugs legal or illegal. (Level 5)
11. Sale of Stolen Merchandise. (Level 5)
12. Stalking. (Level 5)
13. Tampering with or causing malfunction of fire and safety equipment or alarm systems. (Level 2)
   $100 fine or restitution for any charges to the College, including those fines from town officials, whichever is greater.
14. Theft. (Level 3)
15. Unauthorized use or possession of explosive components, chemicals, etc., such as fireworks, explosives, gas or compressed air. (Level 2)
16. Violation of Nichols College or State alcoholic beverage regulations or laws. (See Alcohol Policy in Student Handbook for specific information.)
   a) Underage possession and/or consumption of alcohol
   b) Open container of alcohol
   c) Possession and/or use of alcohol paraphernalia
   d) Glass Bottles
   e) Large quantities or common source of alcohol
   f) Public Intoxication
   g) Possession and/or use of False ID
   h) Providing Alcohol to Minors
   i) Driving under the Influence
   j) 21+ in a Dry Room
   k) Drinking Games

17. Murder and/or Attempted Murder. (Level 5)

18. Non-negligent Manslaughter. (Level 5)

19. Breaking and Entering. (Level 4)

E. Conduct Code

1. Continued infractions of this Code. (Level 1)

2. Failure to comply with or attempts to circumvent a sanction(s) imposed by a college official, including violating weekend suspension. (Level 2)
   a) First Offense: $50
   b) Second Offense: $100

3. Interference with an investigation or other procedures defined in this Code. (Level 2)

4. Knowingly assisting in the violation of any of the provisions of this Code. (Level 3)

F. Residence and Related Facilities

This is not a comprehensive list. For a comprehensive list of Residence Hall Policies, refer to the "Terms and Conditions for On-Campus Housing Agreement."

1. Early/Unauthorized Arrival to the residence hall. (Level 1)
   a) First Offense: $100
   b) Second Offense: $150
   c) Third Offense: $200

2. Failure to respond to the directive of a member of the Residence Life staff or Public Safety Officer, or interference with said directive. (Level 2)

3. Hall Sports.
   Due to possible injury to a bystander or damage to the facilities, hall sports of any kind are not permitted. The use of roller blades, bikes, skateboards, and scooters is also prohibited within the residence halls. (Level 1)
   a) First Offense: $50
   b) Second Offense: $100
   c) Third Offense: $150

4. Improper Check Out.
   Each student must check out with a Residence Life staff member and sign their Room Condition Form. Students must leave their room in the exact condition in which it was found. Students who fail to hand in their keys will be charged to replace this key. (Level 1)

5. Noise/Quiet Hours.
   It is an individual's responsibility to inform those in their community when noise has reached a disruptive level. Residence halls should be reasonably quiet at all times and "courtesy hours" are in effect 24 hours a day. Quiet hours are 10:00 p.m. to 9:00 a.m. Sunday through Thursday and 1:00 a.m. to 10:00 a.m. on Friday and Saturday. Quiet hours are in effect 24 hours a day during final exam week. (Level 1)

6. Pets.
   Students are not permitted to have pets other than fish. (Level 1)
   a) First Offense: $50
   b) Second Offense: $100
   c) Third Offense: $150

7. Possession of appliances or flammable items to include: antennas, wiring into the electrical system, cooking with anything that has an exposed electrical element (toaster ovens, electric plates), barbecue grills, bicycle storage, door locks, holiday decorations, lofts, candles, incense, incense holders and car batteries. (Level 1)
   a) First Offense: $50
   b) Second Offense: $100
   c) Third Offense: $150

   Students found propping exterior doors or entering through propped doors will be subject to discipline action. Propping of doors increases the risk of theft, vandalism, and unwanted guests within the residential halls. (Level 1)

    Furniture placed in lounges by the college are for the use of all students while they are present in the lounge. Removal of furniture from the lounge to student rooms will result in disciplinary action. (Level 1)
    a) First Offense: $50
    b) Second Offense: $100
    c) Third Offense: $150

11. Removing/Tampering with College owned furniture.
    All bedroom, common area and kitchen furniture provided by the College must remain intact and configured as it was upon move in. This includes the flipping of bed frames. Students are NOT permitted to triple bunk their beds. A clear path to doors must be maintained at all times. (Level 1)

    Residents are responsible for the cleanliness of their respective rooms/suites/apartments. Health and Safety inspections are conducted throughout the year to ensure that living areas meet community standards. Students that fail to maintain the cleanliness of their rooms will be subject to cover the cost of having the living area professionally cleaned as well as face disciplinary action. This includes the student's private bathrooms in Copper Beech, Remillard, Shamie and Kuppenheimer halls. Students who fail to clean their bathrooms private will be allowed 48 hours to clean
bathrooms or bathrooms will be cleaned and all students will share a fee of $100. (Level 1)

13. Significant interference with the normal resident life of others. (Level 1)

14. Solicitation and illegal posting in the residence halls (see Posting Policy for additional information. (Level 1)

15. Unauthorized Room Change.

Students are not permitted to switch rooms/suites without authorization from the Office of Residence Life. Each student must have a sign Room Condition Form for the room in which they live. Students that change rooms without proper notification be subject to reassignment. (Level 1)

16. Violation of any other items identified in the “Terms and Conditions for On-Campus Housing Agreement.” (Level 1)

17. Damage to Walls/Ceilings.

Nothing is allowed to be placed on or suspended from the ceilings, for there are not marked or damage the surfaces. Putties and non-damaging adhesive strips are available in most office and school supply stores. Duct tape should never be used to attach anything to a painted surface. (Level 1)

Note: The Terms and Conditions for On-Campus Housing Agreement between the student and the College may specify certain other conditions, which impose additional responsibilities and obligations on the residence hall student. Specific residence hall policies are listed under Residence hall policy section of this handbook.

III. SANCTIONS

The range of sanctions, which will be followed in assessing disciplinary penalties for misconduct and violations of the College rules and regulations are listed below. In the event that a student is charged with having violated more than one College rule or regulation, resulting from one single action, a combination of sanctions may be imposed. Official documentation concerning the incident will be placed in the student’s file in the Office of Student Services. Repeated offenses will result in more severe sanctions.

Failure to abide by the sanctions imposed may result in sanctions including, but not limited to, loss of privileges, termination of housing contract, and/or expulsion from the College. In some instances, students may be banned from campus or the residence halls. Presence of the student in those areas may result in his/her arrest for trespassing.

Sanction List: Definitions

Change of Residency – Re-assignment of individual to a different residential room or area.

Community Restitution – Under certain circumstances, students may be required to complete a stated number of community restitution hours, special projects or educational programs, particularly when such restitution can be related to his/her violation of the Conduct Code. Students who do not complete their assigned restitution will be fined and their original restitution hours will remain in effect with a new deadline set.

Sanctions Held in Abeyance – Under certain circumstances, a student may be sanctioned but have said sanction placed in abeyance or temporarily set aside. This may be done with the agreement that no further violations of College policy will occur. Should the student be involved in additional disciplinary infractions, the original sanction would take effect pending the outcome of their judicial hearing. For example, a student may be suspended from housing but said sanction may be placed in abeyance with the understanding that future violations would reinstate the original suspension.

Disciplinary Probation – Official notification that any further Conduct Code or policy violations (generally, during a stated period of time) will result in a range of serious sanctions. Formal written notice of this action is sent to the student and the student’s parents so that all may be made aware of the consequences if such violations occur in the future.

Disciplinary Warning – A written warning to a student reminding him/her of the obligation one accepts as a student to adhere to the standards of conduct established by Nichols College community and the Student Code of Conduct.

Expulsion from the College – An individual is permanently barred from enrollment at the College and similarly banned from entering the campus grounds at any time in the future. To be found on campus may result in one’s arrest for trespassing. Formal written notice of this action is sent to the student and the student’s parents.

Expulsion from Residence – Permanent loss of on-campus housing. A student who is expelled from housing may not reapply for housing at any time in the future and may not enter any residence hall. A student who fails to heed such a restriction will be subject to serious disciplinary sanctions and may be arrested for trespassing. Formal written notice of this action is sent to the student and the student’s parents.

Fines – Assessments to students as a result of disciplinary action may range from $25 to $500.

Individualized Sanctions – Special sanctions directly related to individual cases may be imposed in place of, or in addition to, other imposed sanctions. Examples may include substance abuse counseling/education, educational reflection papers or attendance at educational programs.

Loss of Privilege – Specific privileges revoked.

Multiple Penalties – Where deemed appropriate, the Hearing Officer may impose more than one penalty. Disciplinary probation and restitution for damages would be permissible and is an example of a multiple penalty.

Restitution – Cost of repairs, replacements and reimbursements must be paid by date specified.

Residential Probation – Official notification that any further Conduct Code or policy violations (generally, during a stated period of time) may result in the loss of housing. Formal written notice of this action is sent to the student and the student’s parents so that all may be made aware of the consequences if such violations occur in the future.

Social Probation – Generally reserved for non-resident students, limits one’s access to the campus for academic reasons only (classes, library, meeting with faculty or advisor). Presence
in other areas (i.e. Residence Halls, Dining Hall, Field House, social events, or after certain designated hours, etc.) is not permitted. Violations of these restrictions are attended by more severe disciplinary sanctions and may include suspension or expulsion from the College and/or arrest for trespassing.

**Suspension from the College** – An individual is not permitted to be enrolled at the College nor enter the College grounds for a specified period of time, generally not less that one academic semester. To be found on campus during one’s suspension will result in more severe disciplinary sanctions and may result in arrest for trespassing. Formal written notice of this action is sent to the student and the student’s parents.

**Suspension from Residence Halls** – The individual is not permitted to enter any residential area for a specified period of time. To be found in these areas during this period will result in serious disciplinary actions and may result in the student’s arrest for trespassing. Formal written notice of this action is sent to the student and the student’s parents.

**Weekend Suspension** – Suspension from on-campus residence and/or from the entire campus grounds for one or more weekends. Generally, one is suspended for weekends up to a semester or more. In such circumstances, students must be off of the campus and/or out of the residence halls between 5:00 p.m., on Fridays, through 5:00 p.m., on Sundays.

Students who are suspended for the weekend are ineligible to participate in any on or off campus college related activities.

**NOTE:** A student who is suspended or expelled from the College and/or suspended or expelled from on-campus residence is not eligible for a refund on his/her tuition, room, or board.

**IV. INTERIM SUSPENSION**

In certain circumstances, the Dean of Student Services, or a designee, may impose a College or residence hall suspension prior to the hearing before a judicial body. Interim suspension (is) similar to suspension except temporarily imposed to remove from the College, without a hearing, any student charged with a serious violation of civil or criminal law or the Student Code of Conduct. Individuals placed on Interim Suspension are not permitted to be present on campus at any time. Arrangements must be made with residential students to be escorted and to remove personal belongings from their residence hall room.

An Interim Suspension shall remain in force while an appeal is pending unless the Dean of Student Services directs otherwise.

**V. VIOLATION LEVELS**

All Nichols College students are expected to abide by all policies and procedures designated by the College. If a student, and/or a guest, is found in violation he/she is expected to face disciplinary sanctions for any infractions. The following Levels will be used in determining sanctions for said violations:

- **Level 1** – Disciplinary Warnings and/or Fines to Suspension/Expulsion from the College
- **Level 2** – Disciplinary Probation to Suspension/Expulsion from the College
- **Level 3** – Suspension from Residence to Suspension/Expulsion from the College
- **Level 4** – Suspension from the College to Expulsion from the College
- **Level 5** – Expulsion from the College

See Section III for further definitions of these sanctions. Please note that repeated violations may often raise minimum sanctions to a higher Level.

**VI. DISCIPLINARY PROCEDURES**

When policies and regulations are not observed the College reserves the right to take disciplinary action. The following pages highlight the Nichols College’s disciplinary process.

**ADMINISTRATIVE HEARING**

Students accused of violations of College regulations will be subject to disciplinary action by a member of the Housing & Residence Life staff or the Student Services staff. Following what is generally an informal hearing, students found to be in violation of College policies will be subject to disciplinary sanctions. In general, decisions will be in writing and a copy given to the student and all appropriate parties, including parents (in more serious cases) and complainant(s) at the discretion of the Student Services Office.

**ALTERNATIVE RESOLUTION**

Some situations, including roommate conflicts, certain types of harassment or disputes, and sexual misconduct, may be best resolved in a manner different from the traditional disciplinary process. The Dean of Students has sole discretion to identify such cases and establish procedures to address them.

**OTHER CONSIDERATIONS**

The Office of Student Services, acting through its various departments, reserves the right to take immediate action for the welfare of the College.

- Whenever possible, the hearing officer will attempt to resolve a disciplinary matter in an informal meeting with the student and render appropriate sanctions based upon their mutual discussion. Administrative hearings are always closed to the public.
- Any student may bring another member of the College community into a hearing to act as an advisor, but the student must state the case in his/her own words. The advisor may not participate in the hearing; rather he/she will lend personal support to the student. The student may not be represented at a hearing by legal counsel.
- The Nichols College disciplinary process relies on a standard of proof of “more likely than not” or “a preponderance of the evidence.” In other words, evidence supports a 51% likelihood that disciplinary charges are founded and that a student is responsible for said charges.
- In the absence of a formally specified procedure or policy, the directives of the Dean of Students will have the full force of procedure/policy.

Should a student charged with a violation of College policy or other misconduct whether under the advice of counsel or
for any other reason choose not to participate in a College disciplinary hearing, the hearing will be conducted without benefit of his/her input. In addition, failure to participate in the hearing will result in “negative inference” being drawn that may make more likely a finding against a student. A student who chooses not to participate in a disciplinary hearing will forfeit his/her right to an appeal.

Student Bill of Rights

In exercising these rights students are expected to maintain mature attitudes and must bear the responsibility to act in accordance with local, State and Federal laws, as well as those of the College. No right specified here is meant to be construed as enabling students to infringe upon the individual rights of another member of the community.

- The right to be presumed innocent until determined to be in violation.
  Note: It should be noted, however, that certain circumstances might require the College to impose sanctions or restrictions pending a hearing or pending some other manner of adjudication or resolution of the matter.
- Notification of allegations at least three days in advance of a FORMAL conduct hearing, unless waived by the student or revoked by the College for the sake of expediency in serious matters involving the safety or well-being of the College community. In certain instances, additional infractions may be revealed as the hearing progresses. The student will, of course, be held accountable for such Conduct Code violations, even though said violations were not noted in the original notification.
- The right to an administrative hearing led by a college official (depending upon the severity of the charges and the discretion of the appropriate College officials, particularly the Dean of Students).
- The right to admit or deny all charges, to call witnesses and to present evidence on his or her own behalf.
- The right to seek one appeal as described below.
- The right to be given a written summary of the disciplinary decisions.
- The right to a degree of confidentiality in disciplinary matters, except for the proper use, internally and externally, of information by the College. In addition, the College reserves the right to notify parent(s)/guardian(s).

Appeal Process

Students are permitted to seek an appeal of any formal disciplinary sanctions as defined below. Appeals are heard and/or considered by College administrators according to the following:

Original Hearing – Officer Appeal Officer
- Resident Director – Assistant Director of Housing and Residence Life
- Director of Housing and Residence Life – Dean of Students or designee
- Other College Official – Dean of Students or designee

A student seeking an appeal must file an “Intent to an Appeal Form” with the Office of Student Services within twenty-four (24) hours (excluding Federal/State holidays and weekends) of his/her hearing.

The student will then have three days to prepare and present, in writing, a formal letter of appeal to the appropriate appeal officer as outlined above, unless the well-being of the College requires greater expediency. The following are the only grounds upon which appeals may be sought:

- The evidence was insufficient to warrant the action.
- The decision was inconsistent with current College policy.

The appeal officer will first review the grounds upon which the appeal is made and decide whether such grounds are valid. If the officer decides that there are valid grounds, she/he will review the information received from both parties and render a decision:

- To uphold the decision and sanction rendered by the original hearing officer.
- To reverse the decision and reduce the sanction rendered by the original hearing officer.
- To uphold the decision and increase the sanction rendered by the original hearing officer.
- To modify the decision of the original hearing officer and offer modified sanctions.

Under certain circumstances, the appeal officer may ask the student to schedule an appointment to discuss the appeal in person. The appeal officer is not charged to re-evaluate the truthfulness or relevance of the facts presented in the original hearing, but rather will evaluate the sanctions and decisions rendered based solely upon the two criteria stated above. The purpose of an appeal process is to foster checks and balances in the disciplinary process. The actual facts of a case, however, must always prevail; at no time will a “loop-hole” in policy or procedure be considered as the sole grounds for an appeal nor ultimately interfere with the determination of culpability and imposition of proper sanctions. The decision of the appeal officer is final.

Rights and Responsibilities of Students

The Family Educational Rights and Privacy Act (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 a reasonable time after the College receives a request for access. If you want to review your record, 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; or 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, 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 and awards received, most recent previous school attended and photograph, plus the parent’s 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.

INFORMATION TECHNOLOGY

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 equipment, 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 in the student handbooks, and notably those policies governing copyright and intellectual property compliance, may be related to use of information technology resources, and that those policies must be observed in conjunction with this policy.

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.

Preserving the access to information resources is a community effort that requires each member to act responsibly and guard against abuses. Therefore, 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.

Access to Nichols information technology and computing resources is a privilege granted to students 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.
Application

This policy applies to all student users of Nichols computing and information technology resources. The Vice President for Information Services will determine operational policies, networking standards, and procedures to implement the principles outlined in this policy. The Information Technology (IT) department 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. Users cannot claim ownership of any data stored in Nichols College computer systems. Users can, however, expect exclusive use of all email messages stored in their user accounts. Cooperation with any system administrator requests regarding user computer 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, Vice President for Information Services, or Dean of Student Services, will the system administrator access email stored in user accounts.

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.

Right to Monitor

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 students. Regardless of ownership, every computer attached to the campus network for any reason (e.g., Internet connectivity, email accessibility, etc.) is subject to monitoring by the IT staff. Due to the exponential growth of the amount of data transmitted through the Nichols College network, this monitoring is required in order to detect and correct network problems as they occur, thereby ensuring the continued stability of the campus-wide computing environment. Even with the right to monitor, users should continue to expect that their data, files, and email will remain private. System monitoring is a mechanism for identifying abnormal computer system or user activities, not a method for accessing private information.

Uses

In general, the Nichols student 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 property, 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 Vice President for Information Services 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.

What You Can Do

- Make a backup copy of a CD, a DVD, or software that you purchased for your own use
- Copy music or movies that you purchase to your computer
- Copy music or movies that you purchase to your PDA, iPod, or MP3 music device
- Make a CD for yourself from music that you purchase for your own use

What You Cannot Do

- Share, for others to download, music or movies, or software via a network (including the Internet)
- Make copies of a CD, DVD, or software to give to a friend or that you borrowed from a friend
- Distribute for personal gain music you have purchased or downloaded
• Download music, movies, or software without purchasing it (unless it is 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 of $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 three years in prison and a fine of $250,000.
• 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 you 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. You must check your Nichols email account regularly! Also, any communication to an instructor or staff member must be via your Nichols email account as well. For security reasons, the faculty and staff will only be able to provide you confidential information about your status at the College through your Nichols email address. This is for your protection!

ACADEMIC REGULATIONS

Registration

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

Unit of Credit

The unit of credit is the semester-hour, also known as the credit-hour. The credit-hour normally represents the amount of class time required for each course per week for a semester. A weekly double period lab is required for one semester-hour of credit in a lab science course.

Course Load

The normal course load for full-time day students is 14-16 credit-hours. No first-year student may exceed that limit. Sophomores whose GPA is 3.0 or above, juniors with a 2.7, and seniors with a 2.4 may take up to 18 credit-hours. (Under special circumstances, seniors with GPAs under 2.4 may be permitted to take 18 credit-hours of work with special permission from the Provost and the Registrar.) Graduate and professional students wishing to take more than 18 credits may do so with the permission of the Dean of Graduate and Professional Studies.

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 to Nichols.

Attendance

Class attendance is a matter of first importance at Nichols College. Each faculty member is required to put in writing a complete statement of the attendance policy and the effect of absences upon course grade and enrollment. This policy must be read at the first class meeting of the course. Copies of these statements must be filed with the Faculty Secretary, and these filings must be kept up-to-date. All faculty members must keep daily records of attendance and must report a summary total of all absences to the Office of the Registrar at mid-semester and at the end of the semester. After three consecutive absences, the faculty member shall request the Registrar to start an inquiry into the whereabouts of the absentee.

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.

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” (a “W” grade designation has no impact on the number of credit-hours attempted or earned). Students exercising this option should consult with their academic advisors and should bear in mind that full-time students are not allowed to carry fewer than 12 credits.

Once a student has gone past the 10th week of the semester where a grade of “W” is appropriate, the student will be considered to be in the course for an A, B, C, D or F grade. The “W” grade designation allows flexibility up to the 10th week but not after.
Withdrawal from the College

Full-time day students who elect to leave Nichols College for reasons other than graduation must officially withdraw from the institution. Non-attendance does not relieve a student of his/her financial obligations nor entitle a student to a refund. Official withdrawal requires the student to meet with staff from any of the following departments to complete the necessary withdrawal paperwork: Business Office, Dean of Students Office, Residence Life, Office of the Registrar, or Office of Academic Advising. The date of the receipt of the written withdrawal will be considered the official withdrawal date.

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 the business office to complete a withdrawal during the semester. A "W" will appear on the student 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.

Course Repeat Policy

A student may elect to repeat any course as long as it is not sequential. Upon completion of the repeated course, the student's transcript will be amended to indicate that a course has been retaken. The most recent grade earned will be considered the official grade for the course and the student's cumulative grade point average will be recalculated to reflect this performance. This policy does not apply to the "WF" grade.

Transcripts

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

Grading System

Letter grades are awarded in all courses as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Grade Points per Credit-Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0 Excellent</td>
</tr>
<tr>
<td>A-</td>
<td>3.7</td>
</tr>
<tr>
<td>B+</td>
<td>3.3</td>
</tr>
<tr>
<td>B</td>
<td>3.0 Above Average</td>
</tr>
<tr>
<td>B-</td>
<td>2.7</td>
</tr>
<tr>
<td>C+</td>
<td>2.3</td>
</tr>
<tr>
<td>C</td>
<td>2.0 Average</td>
</tr>
<tr>
<td>C-</td>
<td>1.7</td>
</tr>
<tr>
<td>D+</td>
<td>1.3</td>
</tr>
<tr>
<td>D</td>
<td>1.0 Below Average</td>
</tr>
<tr>
<td>D-</td>
<td>0.7</td>
</tr>
<tr>
<td>F</td>
<td>0.0 Failure</td>
</tr>
<tr>
<td>AU</td>
<td>Only with the permission of the Registrar during Drop/Add.</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawn within first 10 weeks of a semester.</td>
</tr>
<tr>
<td>WF</td>
<td>Grade is awarded in instances of academic dishonesty.</td>
</tr>
<tr>
<td>I</td>
<td>Indicates coursework not completed. A grade of &quot;I&quot; must be removed within seven weeks of being issued or the Registrar will change the grade to &quot;F.&quot;</td>
</tr>
<tr>
<td>P</td>
<td>Pass (courses on pass/fail basis; see Registrar for regulations governing pass/fail courses).</td>
</tr>
</tbody>
</table>

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. 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.

Grades of "AU" and "W" have no effect on number of hours attempted or earned. 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 grade (below "C-") reports are also available online to all students at mid-semester.

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 unsatisfied with the Associate Dean’s decision, he/she may submit a written appeal to the Vice President for Academic Affairs, within two weeks of receiving written notification from the Associate Dean, and request a meeting. Following this meeting, the Vice President would make a binding decision, thereby concluding the matter.
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 in the Dean’s List, a student must have a minimum average of 3.2 for at least 12 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:

<table>
<thead>
<tr>
<th>Honors</th>
<th>Required Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cum Laude</td>
<td>3.2 – 3.59</td>
</tr>
<tr>
<td>Magna Cum Laude</td>
<td>3.6 – 3.79</td>
</tr>
<tr>
<td>Summa Cum Laude</td>
<td>3.8 – 4.0</td>
</tr>
</tbody>
</table>

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 day student to participate in the graduation ceremony in May, he/she must not have more than 7 credits to complete.

Nichols Honors Scholar: 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.

The Honors Curriculum: Seven special Honors (H) courses comprise 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 fall of the fourth year, Honors Scholar candidates will prepare and submit a portfolio of their learning experiences and success so far in the Program prior to consideration for admission to the seventh, and final, course – the capstone interdisciplinary Honors Seminar offered in the spring semester. Students who have maintained a 3.2 quality point average overall and a 3.2 quality point average in Honors courses will be eligible to enroll in 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 submissions of the portfolio for admission to the Honors Seminar. The fall semester of the fourth year of study is used for portfolio preparation and, normally, no honors course is scheduled. This permits scheduling flexibility for students attempting to complete Level III electives.

Commencement Recognition. At graduation, students who have successfully completed the Honors Scholar Program, with the required 3.2 quality point averages will be recognized. Their diploma and official College academic transcript will reflect the designation Nichols Honors Scholar.

Special Activities for Honors Candidates: A program of special activities and co-curricular events will complement the academic aspects of the Honors Scholar program. On-campus social events and special guests will highlight the academic year as will off-campus field trips and visits to sites of cultural interest as well as business and government institutions.

How to Enroll: Students with high academic promise should declare Honors Scholar candidacy during summer orientations for new students or during the Add/Drop periods at the beginning of the first, second, or at the latest, third semesters of study. Honors Scholar program candidacy must be declared prior to, or at the beginning of, the second year of study so that the required Honors course sequence can be completed on schedule.

Students are individually responsible for completing and filing officially the Honors Candidacy Declaration form, available through the Registrar’s Office, and enrolling in their first Honors course. Throughout the program experience, all Honors candidates are required to maintain high standards of academic work and personal integrity as well as to meet all academic performance requirements.

Schedule of Honors Courses

<table>
<thead>
<tr>
<th>FALL</th>
<th>SPRING</th>
</tr>
</thead>
<tbody>
<tr>
<td>LEVEL I (1st Year)</td>
<td></td>
</tr>
<tr>
<td>ENGL 212 H: Analytical Writing</td>
<td>PHIL 224 H: Ethics, Morality, &amp; Institution</td>
</tr>
<tr>
<td>LEVEL II (2nd Year)</td>
<td></td>
</tr>
<tr>
<td>ECON 221 H: Principles of Microeconomics</td>
<td>ENGL 321 H: Professional Writing</td>
</tr>
<tr>
<td>MATH 215 H: Statistics</td>
<td>ESCI 243 H: Physical World</td>
</tr>
<tr>
<td>LEVEL III (3rd Year)</td>
<td></td>
</tr>
<tr>
<td>PSCI 315 H: Business, Government, and Regulation</td>
<td>TWO (2)</td>
</tr>
<tr>
<td></td>
<td>SSCI/HUM/BUS: 300/400 H ELECTIVES – Topics TBA</td>
</tr>
<tr>
<td>LEVEL IV (4th Year)</td>
<td></td>
</tr>
<tr>
<td>Honors Portfolio Preparation; No Honors Course Scheduled</td>
<td>SEM 480 H: Honors Seminar</td>
</tr>
</tbody>
</table>
Transfer Students: Transfer students, in their first semester at Nichols College, must achieve a GPA of 1.75. Students who do not meet this requirement 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 petition the Office of the Registrar for re-entry to the academic program on a full- or part-time basis. Normally, such students will not be required to go before the Academic Review Committee and their standing and academic program status will be evaluated and determined after readmission.

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.

The following are detailed descriptions of some possible Academic Honesty Policy violations:

1. Plagiarism, as defined as the un-credited use of words or ideas which are the result of other persons’ creative efforts. Examples of plagiarism 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 (footnotes, bibliography);
   d. use of materials provided by term paper services.

2. Complicity in plagiarism by condoning copying of one’s own work including homework, themes, essays, reports, research papers, computer code, spreadsheets, graphics, etc.

3. Use of notes or “crib sheets” during examinations (unless the instructor specifically authorizes use of such materials or an “open book” examination format).

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.

Summary: Honors Course/Credit Sequence

<table>
<thead>
<tr>
<th>Year</th>
<th>Courses</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Year</td>
<td>2 courses (6 H credits)</td>
<td></td>
</tr>
<tr>
<td>2nd Year</td>
<td>2 courses (6 H credits)</td>
<td></td>
</tr>
<tr>
<td>3rd Year</td>
<td>2 courses (6 H credits)</td>
<td></td>
</tr>
<tr>
<td>4th Year</td>
<td>1 course (3 H credits)</td>
<td></td>
</tr>
<tr>
<td>TOTAL COURSES/ CREDITS REQUIRED</td>
<td>7 courses / 21 Honors (H) credits required</td>
<td></td>
</tr>
</tbody>
</table>

Continued Enrollment/Academic Suspension

Suspension Warning and Academic Suspension: Students whose cumulative grade point average falls below the minimums established below will be placed on “academic suspension warning.” Failure to bring the cumulative grade point average above these levels by the end of the next nine or more semester hours will result in “academic suspension.”

<table>
<thead>
<tr>
<th>Credit-Hours Attempted</th>
<th>Credit-Hours Earned</th>
</tr>
</thead>
<tbody>
<tr>
<td>(whichever is higher)</td>
<td>Cumulative GPA</td>
</tr>
<tr>
<td>1-31</td>
<td>1.5</td>
</tr>
<tr>
<td>32-45</td>
<td>1.75</td>
</tr>
<tr>
<td>46 or more</td>
<td>2.0</td>
</tr>
</tbody>
</table>

If any student receives less than a 1.0 grade point average 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 students with extenuating circumstances may appeal the suspension to the “Academic Review Committee” by a letter to the Registrar. Meetings are held in January and June. The appeal letter is due in the Registrar’s Office prior to the meeting. If the appeal is successful, students will be eligible to return to Nichols College on Academic Probation. Readmitted students are required to have an approved “Action Plan” on file. Readmission to the College does not guarantee eligibility for financial aid.

Suspended students wishing to re-enter the College 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 meeting. Meetings are held in January and June. If the appeal is successful, students will be eligible to return to Nichols College on academic probation. Students who are on “academic probation” and are suspended again are not eligible for readmission until a period of at least five months has elapsed.

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. However, the student is not excluded from membership in student organizations or from intramural athletics. Participation in intercollegiate athletics is also 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 until a period of at least five months has elapsed.

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.
Academic Honesty Violation Reporting Policy

1. A faculty member has the responsibility to determine both that an Academic Honesty violation has occurred and the penalty for this violation in his or her course. Examples of penalties imposed for violation of the Honesty Policy include failing grades on the assignment or the whole course, forced withdrawal from course (WF), or suspension from the College.

2. The faculty member is encouraged but not required to forward a record of his or her actions, along with appropriate supporting materials, to the Office of Academic Affairs for record keeping. The faculty member must then inform the student in writing of this referral. The Records reside in the Office of the Provost for seven years after the last date of the student's active attendance, at which point the records will be destroyed.

3. The student may appeal these actions if the student believes that he or she is unjustly accused or that the punishment is inappropriate. The student must submit a written appeal, with supporting evidence, to the faculty member's Associate Dean within seven days of being notified of these actions and request a meeting with this dean. Following this meeting, the Associate Dean would make a binding decision within seven days, thereby concluding the matter.

4. Upon notification of an additional violation by a student the Provost will take action, which might include issuing a formal reprimand, failing grades, forced withdrawals from course, or suspension or dismissal from the College.

5. The student so sanctioned will have the right of appeal to a committee convened by the Vice President of Student Affairs and composed of three faculty members and the Vice President of Student Affairs (ex officio and nonvoting). After a hearing, the committee will issue a final and binding decision within 48 hours.

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 specialization (professional concentration) or the major area of study.

5. 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.

6. All transfer students must take at least 30 semester hours – immediately preceding graduation – at Nichols College and complete all degree requirements.

The Cultural Enrichment Program for Day Students

The Cultural Enrichment Program is an administrative degree requirement for participation in the offerings of the Robert C. Fischer Policy and Cultural Institute. The purpose of this program is to expose the student to a rich variety of speaker programs and performing arts events during each academic year. Approximately 175 events are scheduled during the four-year degree program, allowing a wide range of personal choice on the part of the student to satisfy the attendance requirement. This requirement is prorated for transfer students, four for the fall semester, and three for the spring semester. Events are listed on each semester's cultural calendar distributed to all students by the Institute.

COLLEGE WRITING REQUIREMENTS

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 specialization or major, and another outside the specialization/major. Transfer students should consult the Office of the Registrar in regard to 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.

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.

FINANCIAL REGULATIONS

UNDERGRADUATE DAY DIVISION:

Tuition and Fees: Fall 2011-Spring 2012 Per Year

Effective Date: May 10, 2011

Tuition: $30,100
SGA Fee: $300
Standard Room*: $5,365
Standard Meal Plan*: $4,680
Copper Beech Apt.*: $6,790
Copper Beech Meal Plan*: $3,275

Undergraduate courses taken during the Summer semester of 2011 will be charged at a rate of $275 per credit. Graduate courses will be charged at a rate of $562 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 2011-2012 overload rate is $1,003 per credit hour).

Part-time day undergraduate students are charged the overload rate per credit hour for day division courses taken. If enrolled in an evening division course, the applicable evening division tuition rate will apply (Refer to the Division of Graduate and Professional Studies tuition rates).

Deposits and Fees

Housing Deposit (Returning Students)
A nonrefundable deposit of $300 is required of all resident students.

Tuition Deposit (New Students)
A tuition deposit of $250 is required. (See Admissions policy for refund regulations.)

Audit Fee
Students, other than full-time 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 pre-registration.

Graduation Fee
A $100 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.

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 due deadline. All loans must be payable directly to Nichols College).
- **TMS Payment Plan** in a “current” status per TMS.
- 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 $250 parking fee will be assessed in the fall semester to all day students. The parking fee may be waived if a vehicle is not being registered on campus. You must notify Public Safety to have the parking fee waived.

Student Activity Fee
A $150 per semester Student Government Association Fee will be charged all full-time day students to support the program and activities of the Association.

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 Consolidated Health Plans 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. The Health Insurance program is a state mandated program and is subject to state regulation changes at all times.

The health insurance premium will be added automatically 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 August and the Spring semester charges are typically due the first business day in January. Specific due dates are determined each semester.

The College accepts American Express, MasterCard, Visa, Discover card, personal checks, bank checks and cash.

A valid, up-to-date enrollment in the College’s approved monthly payment plan company is also considered a form of payment.

Withdrawal Policy

Withdrawal policies are subject to change every academic year. The completed and updated policy is posted online.

Withdrawal Procedures:

Full-time day students who elect to leave Nichols College for reasons other than graduation MUST officially withdraw from the institution.

- Non-attendance does not relieve a student of his/her financial obligations nor entitle a student to a refund.
- Official withdrawal requires the student to meet with staff from any of the following departments to complete the necessary withdrawal paperwork: Business Office, Dean of Students Office, Residence Life, Office of the Registrar, or Office of Academic Advising.
- The date of the receipt of the written withdrawal will be considered the official withdrawal date.
- 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. A “W” will appear on the student 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.

It is the responsibility of the student to read and understand the complete withdrawal and refund policy. Questions regarding the financial impact of the withdrawal should be directed to the Business office and the Financial Aid office. It is STRONGLY suggested that you visit or speak with the Business Office PRIOR to withdrawing from Nichols College in order to review your account with you and give you an estimate of the financial impact.

Upon withdrawal a resident student should immediately contact their RD with the date and time of their departure. A student has 24 hours after withdrawing to remove their belongings, formally check out of the room, return the residence key, and turn in the student ID card.

- Any adjustments to the 24 hour policy must be approved in advance by the Residence Life Director.
- You will be fined for failure to return the key.
- To avoid any cleaning or damage charges, make sure your room is clean and in the same condition as when you moved into it.
- You may be assessed a fee if any personal belongings are left in the room after your departure. Belongings left behind may be discarded.

After the withdrawal Nichols College will complete the calculations for refunding of Institutional Charges and Financial Aid. A financial audit is completed the account of a student upon withdrawal. Students who withdraw in the month of December may have the final damage charges added to the account in the month of February due to the December/January break period.

Withdrawal Policy and Refund Schedule (Full Time Undergraduate Day)

This policy applies to all full-time day students (resident and commuter students) who are withdrawing completely from Nichols College.

The Room and Board percentages are applied to students who change from a Resident to a Commuter status within a term.

### Institutional Charges and Institutional Financial Aid and Withdrawals:

<table>
<thead>
<tr>
<th>Withdrawal Completed within xx Class Days (Monday thru Friday)</th>
<th>Tuition % Returned</th>
<th>Board % Returned</th>
<th>Room % Returned</th>
<th>Fees % Returned</th>
<th>Deposits % Returned</th>
<th>Nichols College Institutional Financial Aid Percentage Kept</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class Days: 1 – 5</td>
<td>100%</td>
<td>100%</td>
<td>100%</td>
<td>100%</td>
<td>Tuition deposit is forfeited and housing deposit is forfeited</td>
<td>0%</td>
</tr>
<tr>
<td>Class Days: 6 – 10</td>
<td>80%</td>
<td>80%</td>
<td>None</td>
<td>None</td>
<td>Housing deposit remains as a credit on student account. Tuition deposited is forfeited.</td>
<td>20%</td>
</tr>
<tr>
<td>Class Days: 11 – 15</td>
<td>60%</td>
<td>60%</td>
<td>None</td>
<td>None</td>
<td>Housing deposit remains as a credit on student account. Tuition deposited is forfeited.</td>
<td>40%</td>
</tr>
<tr>
<td>Class Days: 16 – 20</td>
<td>40%</td>
<td>40%</td>
<td>None</td>
<td>None</td>
<td>Housing deposit remains as a credit on student account. Tuition deposited is forfeited.</td>
<td>60%</td>
</tr>
<tr>
<td>Class Days: 21 – 30</td>
<td>20%</td>
<td>20%</td>
<td>None</td>
<td>None</td>
<td>Housing deposit remains as a credit on student account. Tuition deposited is forfeited.</td>
<td>80%</td>
</tr>
<tr>
<td>After Business Hours on Class day 30</td>
<td>None</td>
<td>None</td>
<td>None</td>
<td>None</td>
<td>Housing deposit remains as a credit on student account. Tuition deposited remains as a credit on account.</td>
<td>100%</td>
</tr>
</tbody>
</table>

*Note: For withdrawals during the first five 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.

All College business hours are Monday through Friday from 8:30 a.m. to 4:30 p.m. Withdrawals received after 4:30 p.m. on any given class day are considered to be effective as of the next class day. There are official documents that need to completed and signed in order for a student to officially withdraw from the College. A withdrawal is considered to be effective as of the day the official signed documents are deemed to have been received by Nichols College.

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

The calculation for the return of Nichols College Institutional financial aid is listed in the chart under section: “Institutional Charges and Institutional Financial Aid and Withdrawals.”

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 up to the time when a student has attended the College for 60% of the term. 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.

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)

A student's 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 Package and 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 for the financial aid. 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 Federal Stafford Loans
- Subsidized Federal Stafford Loans
- Unsubsidized Direct Stafford Loans (other than PLUS loans)
- Subsidized Direct Stafford Loans
- Federal PLUS 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
- Other assistance under the Title IV program for which a return of funds is required

If the student is a first-time, first-year undergraduate student and withdraws within the first 30 days of the term, that student may not be eligible to receive specific financial aid awards. (In other words, 100% of the estimated financial aid may need to be returned). Students and parents who do not complete all processes required to receive the financial aid PRIOR to withdrawing may cause the student to lose 100% of their financial aid. These processes include but are not limited to the following: providing verification documents, Stafford loan entrance interview counseling, Stafford loan promissory note signature, and parent plus promissory note signature. Please contact the financial aid department for specifics.

**Refund Checks Due to Excess Financial Aid**

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

1. Federal financial aid
2. State financial aid
3. Nichols College financial 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 in which the funds were actually received by Nichols College)

Refunds are 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 Trustees, however, reserve the right to make changes in tuition and fees at any time. 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 the Business Office before published due dates established each semester. (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 non-interest 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 taken. Students are responsible for all collection and legal costs incurred in collection of outstanding balances. Such costs typically run an additional 33 percent to 50 percent of the outstanding amount.
Financial aid is available to eligible undergraduate and graduate students enrolled in either 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 Financial Aid page under “Admissions” on the Nichols College website at www.nichols.edu.

The Financial Aid Application Process:

The first step in determining your eligibility for financial aid is to complete the Free Application for Federal Student Aid, better known as the FAFSA. Students may apply online at www.fafsa.gov. Before completing the FAFSA online, students must obtain a federal pin number. The pin number is the student’s electronic signature which can be used to sign the online FAFSA. It takes very little time to apply for a pin number. Begin by visiting the federal pin website at www.pin.ed.gov. Parents of dependent students must also obtain a pin number. After a student sends the FAFSA, the College will receive an electronic 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 Aid must receive the student’s FAFSA data. The Financial aid 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 financial aid 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.

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 college 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 anytime during the award year. The Office of Financial Aid 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 the students’ 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; signed award letter, verification documents, and any other requested items by June 1st. Late applicants must submit all requested 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 the student’s financial aid award. If an extension is needed, please contact the Office of Financial Aid.

Students receiving outside assistance must notify the College. At no time can 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 the 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 aid programs are subject to change without prior notice based upon changes in a student’s EFC, enrollment status, resident/commuter status and other factors such as funding limitations. The EFC (Expected Family Contribution) 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 aid programs are available to full-time day students only and may not exceed the cost of tuition. Students receiving CIC, T.E., 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 exceptionally needy 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-serve 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 half in the fall and half in the spring semester. Students that first matriculate in the spring semester will receive half of the annual achievement scholarship. The following scholarships are achievement based:

- Trustees’ Achievement Scholarship
- President’s Achievement Scholarship
- Honors Scholar Scholarship
- Dean’s Achievement Scholarship

At the end of the 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 their prior achievement scholarship.

**Nichols Faculty Need Grant**

This need-based grant is awarded to students based on a combination of academic criteria and financial need. The scholarship is based on the family contribution determined by the FAFSA. Therefore, the award is subject to change each year as a family’s financial circumstances change.

**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 half in the fall and half in the spring semester. 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. This scholarship is self-reported by the student and applies only to years in which the Office of Financial Aid has been notified prior to the start of classes within a given academic year.

**Nichols General Scholarship**

This fund is made available through private donations. Awards are made on the basis of need to eligible full-time day students. Funds are limited and the scholarship is not automatically renewable. Students must meet all applicable satisfactory academic progress standards to qualify.

**Nichols Legacy Scholarship**

The 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 and is disbursed half in the fall and half in the spring to students who meet all applicable eligibility requirements and meet the college’s satisfactory academic progress standards. This scholarship is self-reported by the student and applies only to years in which the Office of Financial Aid has been notified prior to the start of classes within a given academic year.

**Nichols Opportunity Grants (NOG)**

The Nichols Opportunity Grant is awarded to full-time day students who demonstrate significant financial need. A FAFSA is required for consideration. Late applicants may receive fewer funds.

**Nichols Worcester Firefighters Scholarship**

Scholarships are awarded to eligible children of the victims of firefighters who lost their lives in Worcester’s Cold Storage fire. A maximum of two scholarships will ever be awarded, with no more than one student funded at one time. The amount of the scholarship is up to the full cost of tuition less any Public Service Grants offered by the Commonwealth of Massachusetts. For specific details of the criteria of this scholarship, please contact the Office of Financial Aid.

**Restricted and Endowed Scholarships**

**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, class of 1973. The scholarship is awarded to a student majoring in accounting and entering his/her senior year with proven academic excellence and financial need. Selection is determined by a committee made up of members of the Accounting Department.

**Hal Chalmers/Elks Scholarship**

This scholarship is awarded by committee to a student from Dudley, Webster, or Oxford. Eligibility is based on financial need. Award amounts are based on interest on the fund.

**Class of 1954 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 Director of Financial Aid. The amount of the scholarship is based on interest in the fund.

**Col. James L. Conrad Memorial Scholarship**

The 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. The amount and availability of this award is dependent upon interest earned in the fund.

**Professor Keith Corkum Endowed Scholarship in Economics**

The selection of the award will be made by committee and is based on academic achievement and service to the Nichols community. The recipient must be a junior or senior student who majors or minors in economics. The award amount is based on interest in the fund.

**The Peter B. Dixon Scholarship**

This scholarship will be awarded to a worthy student or students at Nichols College with financial need, with preference to a student from Christian Brothers Academy of Lincroft, N.J. Should there be no student from Christian Brothers Academy in any given year, the scholarship may be designated to a worthy
the 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 Director of Financial aid.

James Dunbar Scholarship in Criminal Justice

The selection of the award will be made by committee based on academic achievement and service to the Nichols community. The recipient must be a junior or senior majoring in criminal justice management or general business. Award amounts are based on interest in the fund.

Dean Robert H. Eaton Memorial Scholarship

The Dean Robert H. Eaton Memorial Scholarship was created by family, alumni, and friends of the late Dean Eaton in tribute to his 42 years of service to Nichols College. The scholarship will be awarded to a resident of New Hampshire who has at least a 2.5 GPA, has completed at least 15 credit hours, and demonstrates financial need. Annual availability is based on interest in the fund.

Faucher Endowed Scholarship

Scholarship selection is based on financial need. The recipient must reside in Thompson, Connecticut and is available to either a commuter or a resident student. The amount of the scholarship is based on interest in the fund.

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 commuter who resides in Webster or Dudley. The student must attend full time in the day division and demonstrate financial need. The scholarship is renewable for an additional three years provided the student remains a commuter, keeps a 2.5 GPA, and continues to demonstrate financial need each year.

Fischer Scholarship

This scholarship is awarded to a student involved in the Washington 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. The amount of the scholarship is based on interest in the fund.

George F. and Sybil H. Fuller Foundation Scholarship

The 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 Director of Financial Aid.

Russell E. Fuller Endowed Scholarship

The scholarship is awarded to Hispanic/Latino students from the Worcester area. Recipients are chosen by the Office of Financial Aid based on financial need. Applications for the scholarship are available in the Office of Financial Aid.

James C. Gahan IV Endowed Scholarship

This scholarship is in memory of Nichols student James C. Gahan IV. The recipient must be a junior or senior with at least 60 hours of coursework completed. The student must major in general business or business communication. The selection will be determined by committee and will be based on academic achievement and service to the Nichols College community. The amount of the scholarship is based on interest in the fund not to exceed $2,500.

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 Director of Financial Aid to a qualified student or students with demonstrated financial need. The amount of the scholarship is based on interest in the fund.

The Hermann Foundation Scholarship

This scholarship was created by the trustees of the Hermann Foundation, Inc. to assist students who have financial needs but do not qualify for federal or state assistance programs. The scholarship will be awarded by the Director of Financial Aid. The amount of the scholarship is based on interest in the fund.

Edwin L. Hubbard Faculty Scholarship

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

Robert B. Kuppenheimer Endowed Scholarship

This scholarship, named for College alumnus and Trustee Robert B. Kuppenheimer, will support up to eight worthy students who reside in Midwestern states and who receive solid recommendations from their guidance directors. Each recipient will receive $5,000 per year toward the cost of tuition.

Massachusetts Association of Public Accountants

This scholarship is given to an accounting major with high academic achievement. Selection is made by the Accounting Department Head. The recipient is honored at the spring awards banquet. The award is usually $1,000 and is not renewable.

South County Scholarship Fund

The scholarship is available to full-time day students from southern Worcester county towns of Oxford, Webster, Dudley, Charlton, Southbridge, or Sturbridge. Recipients must be high school graduates from one of the six towns listed. Funds donated on an annual basis will be awarded by the Office of Financial Aid. Primary consideration will be given to students with significant financial need. The amount of the award varies depending upon donations to the fund in a given year.

The John R. Suleski Jr. Memorial Scholarship

A scholarship will be awarded to a high school senior from either Tourtellotte High School or Woodstock Academy. If funding allows, the award may be renewed 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 freshman student shall be selected to receive the John R. Suleski Jr. Memorial Scholarship. The amount and availability of this award is dependent upon interest earned in the fund.

Daniel Van Leuven Memorial Scholarship for Education

This annual award from the Daniel Van Leuven Memorial Scholarship Fund will be used to help a second semester junior
enrolled in the Educator Preparation Program. This award will be based on financial need, academic achievement, and overall contribution to the Nichols community. The amount of the award is based on interest in the fund.

**Wigglesworth Scholarship**
The purpose of the Wigglesworth Scholarship is to honor a Nichols College student who has excelled in the classroom and who demonstrates a commitment to the College community. The student must be a junior majoring in a business field who has earned a 3.0 or greater GPA. This scholarship is funded by an annual gift of $1,000 from the donor, Paul Wigglesworth. A worthy recipient will be selected upon receipt of the annual donation.

**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 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/pubs. Select “funding your education” or “the student guide” for a comprehensive overview. 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 very needy students. 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 very needy students who are enrolled at least half-time. The average SEOG grant is $500 per year. 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. Jobs are posted on the “Road to Success” page under “Career Services” on the Nichols College website. 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. The federal government will pay interest during the in-school, grace, and deferment periods on Subsidized Stafford loans. Those who do not demonstrate financial need may still qualify for a Federal Unsubsidized Stafford Loan, in which the student is responsible for interest. The unsubsidized loan offers two interest repayment options: 1) quarterly payment of interest during school or 2) deferment of interest until after school. If a student elects to defer interest, interest is added to the principal. Repayment of either subsidized or unsubsidized loan 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:

<table>
<thead>
<tr>
<th>Year In School</th>
<th>Subsidized/Unsubsidized Stafford</th>
<th>Additional Unsubsidized Stafford *SEE BELOW</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st year Status</td>
<td>$5,500</td>
<td>$4,000</td>
</tr>
<tr>
<td>2nd year Status</td>
<td>$6,500</td>
<td>$4,000</td>
</tr>
<tr>
<td>3rd year Status</td>
<td>$7,500</td>
<td>$5,000</td>
</tr>
<tr>
<td>4th year Status</td>
<td>$7,500</td>
<td>$5,000</td>
</tr>
<tr>
<td>Graduate Students</td>
<td>$8,500</td>
<td>$12,000</td>
</tr>
</tbody>
</table>

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.

Veterans
Nichols College is approved for the training of eligible veterans. Contact your local Veterans Office for details.

ROTC Scholarships
The Army ROTC Scholarship is designed to offer financial assistance to outstanding young students who are seeking a commission as an Army officer. The scholarship is based on the achievements of the applicants, not the financial status of their families. The Army ROTC scholarships may cover partial or full tuition and fees. Students interested in Army ROTC should contact the Military Science Department, WPI, Worcester, MA 01609 or call 508-831-5268.

Other Funding Sources

Independent Tuition Plans
Nichols College participates in monthly tuition payment plans through Tuition Management Services. Monthly payment plans help to stretch your remaining balance over time. With reasonable enrollment fees and no interest charges, a payment plan is a great alternative to loans. Please contact TMS for further details at 1-888-216-4258 or visit www.mefa.org/nichols.

Statement of Financial Aid Eligibility
To receive financial aid at Nichols College, a matriculated student must enroll at least half time (exception, Pell Grants); 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 for each status:

<table>
<thead>
<tr>
<th>Enrollment Status</th>
<th>Undergraduate Students</th>
<th>Graduate Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-time</td>
<td>12 or more credits</td>
<td>9 or more credits</td>
</tr>
<tr>
<td>Three Quarter</td>
<td>9 to 11 credits</td>
<td>not applicable</td>
</tr>
<tr>
<td>Half-time</td>
<td>6 to 8 credits</td>
<td>6 to 8 credits</td>
</tr>
<tr>
<td>&lt; Half time</td>
<td>1 to 5 credits</td>
<td>1 to 5 credits</td>
</tr>
</tbody>
</table>

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
For purposes of financial aid, satisfactory academic progress is defined in both qualitative and quantitative measurements. Students will be reviewed at the end of each semester to determine if satisfactory academic standards have been met.

Qualitative Measures of Satisfactory Academic Progress
All students must meet the grade point average and all other academic requirements as outlined in the Academic Regulations section on page 29. Graduate students must maintain a 3.0 grade point average to maintain satisfactory academic progress.

Quantitative Measures of Satisfactory Academic Progress
In addition to qualitative standards as outlined above, students must progress through their programs in a timely manner. Undergraduate full-time day students must successfully complete 21 credits per academic year. Part-time day, undergraduate evening, and graduate students must successfully complete 66.6 percent of all credit hours attempted at Nichols College per academic year. Academic progress will be reviewed annually following the spring semester.

Deficient Credits and Deficient Grade Point Averages
Any student deficient in credits and/or GPA at the end of the spring semester may enroll in summer classes, without financial aid, to make up the deficiency. Summer classes are offered through the Office of Graduate and Professional Studies at the Dudley campus, at a variety of satellite locations, and online. Students taking classes at another college must receive Nichols College Registrar approval in advance. If successfully completed and accepted by the Registrar, transfer credits will increase the student's credit total. However, transfer credits will not affect the grade point average at Nichols.

Notification of Loss of Financial Assistance
The Office of Financial Aid will send written notice to any financial aid recipient who does not meet minimum satisfactory progress standards that they will be terminated from aid for the subsequent term(s). The notice will be addressed to the student's most current local address. It is the responsibility of the student to inform the Office of the Registrar of the correct address at all times.

Appeals Process
Any student who has been terminated from financial aid has the opportunity to appeal such action to the Financial Aid 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., doctor's notes, etc. If such an appeal is successful, some or all of the financial aid will be reinstated based on committee recommendation and funding availability at the time of appeal. All appeals must be in written form, and directed to the Office of Financial Aid. Appeals may be mailed or faxed to 508-943-9885. Late appeals will not be accepted.

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 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.
BACHELOR OF SCIENCE IN BUSINESS
ADMINISTRATION

with a concentration in:
• General Business

with specializations in:
• Accounting
• Business Communication
• Criminal Justice Management
• Economics
• Finance
• Hospitality Management
• Human Resource Management
• Information Technology Management
• International Business
• Management
• Marketing
• Sport Management

BACHELOR OF ARTS

with majors in:
• Economics
• English
• History
• Mathematics
• Psychology

OTHER PROGRAMS

Education Program
This program leads to educator certification at the middle and/or secondary levels in Massachusetts.

ROTC
Students interested in a military career may select the Reserve Officer Training Corps (ROTC) program in Military Science.

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 account-

ing 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 specialization provides the formal training necessary to achieve professional status depending on the student’s goals.

Foundation Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMM 252</td>
<td>Effective Speaking</td>
</tr>
<tr>
<td>ECON 221</td>
<td>Principles of Microeconomics</td>
</tr>
<tr>
<td>ENGL 105</td>
<td>Expository Writing or</td>
</tr>
<tr>
<td>ENGL 212</td>
<td>Analytical Writing</td>
</tr>
<tr>
<td>HIST 118</td>
<td>Introduction to History</td>
</tr>
<tr>
<td>MATH 117</td>
<td>College Mathematics I or</td>
</tr>
<tr>
<td>MATH 122</td>
<td>Mathematical Business Analysis or</td>
</tr>
<tr>
<td>MATH 190</td>
<td>Calculus I</td>
</tr>
<tr>
<td>MGMT 100</td>
<td>Business and Society</td>
</tr>
<tr>
<td>ITM 123</td>
<td>Digital Applications (1 credit-hour)</td>
</tr>
<tr>
<td>SEM 115</td>
<td>Current Issues Symposium</td>
</tr>
<tr>
<td>SEM 139</td>
<td>Professional Development Seminar – First Year (1 credit-hour)</td>
</tr>
<tr>
<td>SEM 239</td>
<td>Professional Development Seminar – Second Year (1 credit-hour)</td>
</tr>
<tr>
<td>SEM 339</td>
<td>Professional Development Seminar – Third Year (1 credit-hour)</td>
</tr>
<tr>
<td>SEM 449</td>
<td>Professional Development Seminar – Fourth Year (1 credit-hour)</td>
</tr>
</tbody>
</table>

Focused Choices

Advanced Writing – 3 credit-hours:
1 course to be selected from ENGL 320, ENGL 321, ENGL 345 or ENGL 346

Environmental Science – 4 credit-hours:
1 course to be selected from ESCI 233 or ESCI 243 (4 credit-hours)

Human Behavior – 6 credit-hours:
2 courses to be selected from BCOM 247, BCOM 310, BCOM 311, BCOM 316, Psychology, Sociology, or Environmental Science course offerings

Humanities – 6 credit-hours:
2 courses to be selected from any Art, Foreign Language, Literature, Music, Philosophy, or Religion course offerings

Social Science – 3 credit-hours:
1 course to be selected from any Economics, History, Political Science, or Public Administration course offerings
**Business Core**

<table>
<thead>
<tr>
<th>Course Code</th>
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<tbody>
<tr>
<td>ACCT 238</td>
<td>Financial Accounting</td>
</tr>
<tr>
<td>ACCT 239</td>
<td>Financial Accounting Lab (1 credit-hour)</td>
</tr>
<tr>
<td>ACCT 241</td>
<td>Intermediate Accounting I</td>
</tr>
<tr>
<td>ACCT 242</td>
<td>Intermediate Accounting II</td>
</tr>
<tr>
<td>ECON 222</td>
<td>Principles of Macroeconomics</td>
</tr>
<tr>
<td>FIN 203</td>
<td>Principles of Finance</td>
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<tr>
<td>ITM 309</td>
<td>Principles of Information Systems</td>
</tr>
<tr>
<td>LSB 227</td>
<td>Business Law I</td>
</tr>
<tr>
<td>MATH 215</td>
<td>Statistics I</td>
</tr>
<tr>
<td>MGMT 226</td>
<td>Management and Organizational Behavior</td>
</tr>
<tr>
<td>MGMT 365</td>
<td>Operations Management</td>
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<tr>
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<tr>
<td>MKTG 202</td>
<td>Principles of Marketing</td>
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<tr>
<td>PSCI 315</td>
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**Specialization Courses**

- 3 credit-hours:
  - 1 course to be selected from ENGL 320, ENGL 321, ENGL 345, or ENGL 346

**Environmental Science** – 4 credit-hours:

- 1 course to be selected from ESCI 233 or ESCI 243 (4 credit-hours)

**Human Behavior** – 6 credit-hours:

- 2 courses to be selected from Psychology, Sociology, or Environmental Science course offerings

**Humanities** – 6 credit-hours:

- 2 courses to be selected from any Art, Foreign Language, Literature, Music, Philosophy, or Religion course offerings

**Social Science** – 3 credit-hours:

- 1 course to be selected from any Economics, History, Political Science, or Public Administration course offerings

**Focused Choices**

**Advanced Writing** – 3 credit-hours:

1 course to be selected from ENGL 320, ENGL 321, ENGL 345, or ENGL 346

**Business Communication**

The business communication program focuses on the evaluation and analysis of human communication in a wide range of business settings. Students develop the skills needed to manage and execute the exchange of information in today's businesses and gain insight into the numerous career opportunities in the communication field.

The program concentrates on a broad scope of topics that deal with interpersonal, group, organizational, and intercultural communication.

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

**Foundation Courses**

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<td>Business, Government, and Regulation</td>
</tr>
</tbody>
</table>

**Electives**

15 credit-hours of electives

**Total Credits Required:** 121

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

Specialization Courses

REQUIRED COURSES:
BCOM 247 Business Communication Survey
BCOM 310 Intercultural Communication
BCOM 311 Visual Communication
BCOM 490 Internship in Business Communication

ELECTIVE COURSES (three additional courses from all of those listed below; with a limited number in certain subject areas where noted):
BCOM 312 Managerial Communication
BCOM 316 Mass Media, Public Relations and Media Management
BCOM 470 Special Topics in Business Communication
HRM 344 Developing and Motivating Human Potential
MKTG 361 Consumer Marketing or
MKTG 362 Business Marketing
PSY 308 Psychology of Temperament
PSY 342 Group Dynamics
SMGT 462 Sport Communications

One selected 400-level marketing course listed below – no more than one elective from this area:
MKTG 433 Market Research
MKTG 434 International Marketing
MKTG 435 Marketing Communications
MKTG 436 Sales Management

One selected advanced writing course – no more than one elective from this area:
ENGL 320 Fiction Writing
ENGL 321 Professional Writing
ENGL 345 Non Fiction Writing
ENGL 346 Journalism
ENGL 470 Special Topics *if applicable

Electives

15 credit-hours of electives

Total Credits Required: 121

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

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 upon the business core curriculum and focuses 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 professional and personal growth.

Foundation Courses

COMM 252 Effective Speaking
ECON 221 Principles of Microeconomics
ENGL 105 Expository Writing or
ENGL 212 Analytical Writing
HIST 118 Introduction to History
MATH 117 College Mathematics I or
MATH 122 Mathematical Business Analysis or
MATH 190 Calculus I
MGMT 100 Business and Society
ITM 123 Digital Applications (1 credit-hour)
SEM 115 Current Issues Symposium
SEM 139 Professional Development Seminar – First Year (1 credit-hour)
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Specialization Courses

REQUIRED COURSES:

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<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>CJM 209</td>
<td>Crime, Justice, and Society</td>
</tr>
<tr>
<td>CJM 210</td>
<td>Criminal Law and Procedure</td>
</tr>
<tr>
<td>CJM 347</td>
<td>Emergency Planning and Disaster Management</td>
</tr>
<tr>
<td>CJM 480</td>
<td>Advanced Issues in CJM</td>
</tr>
</tbody>
</table>

ELECTIVE COURSES (two additional courses in CJM from those listed below):

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>CJM 333</td>
<td>Physical Security: System Design, Integration, and Control</td>
</tr>
<tr>
<td>CJM 390</td>
<td>Criminal Justice Management Internship</td>
</tr>
<tr>
<td>CJM 417</td>
<td>Homeland Security / Terrorism</td>
</tr>
</tbody>
</table>

Electives

15 credit-hours of electives

Total Credits Required: 121

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

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 specialization 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. In order to present a thorough understanding of economic principles, the economics curriculum gives students a strong foundation in introductory and intermediate level courses and a diverse offering of advanced topics. Students may choose courses according to their interests and vocational objectives. The student is exposed to a number of applied fields that 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 specialization 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.

Foundation Courses

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<tbody>
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<td>Professional Development Seminar – Fourth Year (1 credit-hour)</td>
</tr>
</tbody>
</table>

Focused Choices

Advanced Writing – 3 credit-hours:
1 course to be selected from ENGL 320, ENGL 321, ENGL 345, or ENGL 346
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 specialization in finance can lead to careers in corporate finance, banking, insurance, investment counseling, portfolio management, bond and commodities trading, and real estate.

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Focused Choices

Advanced Writing – 3 credit-hours:
1 course to be selected from ENGL 320, ENGL 321, ENGL 345, or ENGL 346

Environmental Science – 4 credit-hours:
1 course to be selected from ESCI 233 or ESCI 243 (4 credit-hours)

Human Behavior – 6 credit-hours:
2 courses to be selected from BCOM 247, BCOM 310, BCOM 311, BCOM 316, Psychology, Sociology, or Environmental Science course offerings

Electives

18 credit-hours of electives

Total Credits Required: 121

NOTE: All courses are 3 credit-hours unless otherwise noted and may meet only one degree requirement.
Humanities – 6 credit-hours:
2 courses to be selected from any Art, Foreign Language, Literature, Music, Philosophy, or Religion course offerings

Social Science – 3 credit-hours:
1 course to be selected from any Economics, History, Political Science, or Public Administration course offerings

Business Core

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<td>Financial Planning</td>
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<td>FIN 480</td>
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Electives

18 credit-hours of electives

Total Credits Required: 121

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

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.

In addition, students can enroll in the Teacher Preparation Program to prepare for a license to teach English at the middle school and secondary school levels.

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Focused Choices

Advanced Writing – 3 credit-hours:
1 course to be selected from ENGL 320, ENGL 321, ENGL 345, or ENGL 346

Environmental Science – 4 credit-hours:
1 course to be selected from ESCI 233 or ESCI 243 (4 credit-hours)

Human Behavior – 6 credit-hours:
2 courses to be selected from BCOM 247, BCOM 310, BCOM 311, BCOM 316, Psychology, Sociology, or Environmental Science course offerings

Humanities – 6 credit-hours:
2 courses to be selected from any Art, Foreign Language, Literature, Music, Philosophy, or Religion course offerings

Social Science – 3 credit-hours:
1 course to be selected from any Economics, History, Political Science, or Public Administration course offerings
General Business continued

### Business Core

- **ACCT 238** Financial Accounting
- **ACCT 239** Financial Accounting Lab (1 credit-hour)
- **ACCT 240** Managerial Accounting
- **ECON 222** Principles of Macroeconomics
- **FIN 203** Principles of Finance
- **ITM 309** Principles of Information Systems
- **LSB 227** Business Law I
- **MATH 215** Statistics I
- **MGMT 226** Management and Organizational Behavior
- **MGMT 365** Operations Management
- **MGMT 485** Strategic Management
- **MKTG 202** Principles of Marketing
- **PSCI 315** Business, Government, and Regulation

### General Business Program Requirements

General Business students must take **HRM 213** and select two (2) courses from three (3) of the following areas: Accounting, Business Communication, Criminal Justice Management, Economics, Environmental Management, Finance, Human Resource Management, International Business, Management, Management Information Systems, Marketing, and Sport Management. A course may only meet a requirement in one of the areas.

#### Required Course

- **HRM 213** Human Resource Management

#### Accounting

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

#### Business Communication

- **BCOM 310** Intercultural Communication
- **BCOM 311** Visual Communication
- **BCOM 312** Managerial Communication
- **BCOM 316** Mass Media, Public Relations and Media

#### Management

- **BCOM 470** Special Topics in Business Communication
- **MKTG 435** Marketing Communications
- **SMGT 462** Sport Communications

#### Criminal Justice Management

- **CJM 333** Physical Security: Systems Design, Integration, and Control
- **CJM 347** Emergency Planning and Disaster Management
- **CJM 417** Homeland Security / Terrorism
- **CJM 480** Advanced Issues in CJM

#### Economics

- **ECON 303** Prices and Market System
- **ECON 304** Inflation, Employment, and National Income
- **ECON 305** Labor Economics
- **ECON 306** Government Finance and Fiscal Policy
- **ECON 307** Money, Banking and Economy
- **ECON 412** International Economics
- **ECON 415** Urban Economics
- **HIST 352** American Economic Life

#### Finance

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

#### Human Resource Management

- **HRM 305** Labor Economics
- **HRM 343** Assessment, Staff and Employees
- **HRM 344** Developing and Motivating
- **HRM 443** Compensation and Benefits
- **HSP 371** Performance Management in the Hospitality Industry

#### Information Technology Management

- **ITM 331** Problem Solving and Software Design
- **ITM 332** Information Security
- **ITM 356** Modern Database Management
- **ITM 386** Systems Analysis and Design

#### International Business

- **IBUS 309** World Economic Geography
- **IBUS 388** International Management
- **IBUS 412** International Economics
- **IBUS 434** International Marketing
- **IBUS 444** Emerging Economics and Emerging Economies

#### Management

- **MGMT 378** Entrepreneurial Management
- **MGMT 388** International Management
- **MGMT 389** Management of Innovation and Change
- **MGMT 429** Current Issues in Management

#### Marketing

- **MKTG 361** Consumer Marketing
- **MKTG 362** Business Marketing
- **MKTG 433** Market Research
- **MKTG 434** International Marketing
- **MKTG 435** Marketing Communications
- **MKTG 436** Sales 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 461 Facility Management
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

Electives
15 credit-hours of electives
Total Credits Required: 121
NOTE: All courses are 3 credit-hours unless otherwise noted and may meet only one degree requirement.

General Business Education

Foundation Courses
COMM 252 Effective Speaking
ECON 221 Principles of Microeconomics
ENGL 105 Expository Writing or
ENGL 212 Analytical Writing
HIST 118 Introduction to History
MATH 117 College Mathematics I or
MATH 122 Mathematical Business Analysis or
MATH 190 Calculus I
MGMT 100 Business and Society
ITM 123 Digital Applications (1 credit-hour)
SEM 115 Current Issues Symposium
SEM 139 Professional Development Seminar – First Year (1 credit-hour)
SEM 239 Professional Development Seminar – Second Year (1 credit-hour)
SEM 339 Professional Development Seminar – Third Year (1 credit-hour)
SEM 439 Professional Development Seminar – Fourth Year (1 credit-hour)

Focused Choices
ENGL 323 Advanced Writing for Teachers
ESCI Environmental Science with Laboratory (4 credits)
PSY 151 General Psychology
PSY 275 Educational Psychology
EDUC 245 Foundations and Philosophies of Education

Humanities – 3 credit-hours:
1 course to be selected from any Art, Foreign Language, Literature, Music, Philosophy, or Religion course offerings

Social Science – 3 credit-hours:
1 course to be selected from any Economics, History, Political Science, or Public Administration course offerings

Business Core
ACCT 238 Financial Accounting
ACCT 239 Financial Accounting Lab (1 credit-hour)
ACCT 240 Managerial Accounting
ECON 222 Principles of Macroeconomics
ENGL 321 Professional Writing
FIN 203 Principles of Macroeconomics
ITM 309 Principles of Information Systems
LSB 227 Business Law I
MATH 215 Statistics I
MGMT 226 Management and Organizational Behavior
MGMT 365 Operations Management
MGMT 485 Strategic Management
MKTG 202 Principles of Marketing
PSCI 315 Business, Government, and Regulation

Specialization Courses
HRM 213 Human Resource Management
General Business Education majors must select three (3) 300/400 level courses from one (1) business subject area or one (1) 300/400 level course from a business subject area and two (2) 300/400 level courses from another business subject area.

Electives
EDUC 310 Methods and Materials in Middle and Secondary Education
EDUC 320 Curriculum Design and Assessment in an Age of Multicultural Education
EDUC 321 Communication and Technology in the Classroom
EDUC 488/490 Practicum in Middle or Secondary Education (12 credits)
PSY 277 Psychology of Adolescence

Total Credits Required: 124
NOTE: All courses are 3 credit-hours unless otherwise noted and may meet only one degree requirement.
Hospitality Management

The Hospitality Management concentration is a multifaceted program that balances course work in the business disciplines of management, marketing, accounting, finance, and strategy. Students gain a perspective on the management skills and concepts required for success in the highly specialized fields of hospitality industry. They will learn about the guest experience, event planning, performance management and total quality management. Additionally, day-to-day operations that involve planning and scheduling, transportation, layout and location of facilities, inventory management, and reservation and pricing systems will be explored.

The specialization courses, in combination with the business core requirements, prepare students to enter the hospitality industry of hotels, restaurants, casinos, theme parks, cruise lines, and travel distributors.

Students of the program will be immersed in real world experience as classes are taught by current or former industry professionals. Many classes require direct interaction with leading companies in the hospitality industry. As a result, graduates of the program combine the best of classroom experiences with the benefit of an internship to accelerate their careers in the field of Hospitality Management.

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Focused Choices

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Environmental Science – 4 credit-hours:
1 course to be selected from ESCI 233 or ESCI 243 (4 credit-hours)

Human Behavior – 6 credit-hours:
2 courses to be selected from BCOM 247, BCOM 310, BCOM 311, BCOM 316, Psychology, Sociology, or Environmental Science course offerings

Humanities – 6 credit-hours:
2 courses to be selected from any Art, Foreign Language, Literature, Music, Philosophy, or Religion course offerings

Social Science – 3 credit-hours:
1 course to be selected from any Economics, History, Political Science, or Public Administration course offerings

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<td>Introduction to Hospitality Management</td>
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<td>Resort and Conference Management</td>
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<td>HSP 361</td>
<td>Hospitality Facility Operations</td>
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<td>Performance Management in the Hospitality Industry</td>
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<td>HSP 480</td>
<td>Issues in Hospitality Management</td>
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<td>HSP 490</td>
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Electives

18 credit-hours of electives

Total Credits Required: 121

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

Human Resource Management (HRM) is the “people” part of the business. HRM is recognized as one of the most rapidly evolving fields in business today. Once considered a narrow personnel function, it has expanded to the highest levels of management and offers varied career options in areas such as compensation, labor relations, legal compliance, strategic staffing, acquisitions and divestitures, and training to name but a few. 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, manufacturing, government, banking, insurance and transportation.

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</tr>
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<td>HRM 305</td>
<td>Labor Economics and Labor Relations</td>
</tr>
<tr>
<td>HRM 343</td>
<td>Assessing Staffing and Employment</td>
</tr>
<tr>
<td>HRM 344</td>
<td>Developing and Motivating Human Potential</td>
</tr>
<tr>
<td>HRM 443</td>
<td>Compensation and Benefits</td>
</tr>
<tr>
<td>HRM 480</td>
<td>Seminar in Human Resource Management</td>
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<tr>
<td>HRM 490</td>
<td>Internship in Human Resource Management</td>
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</tbody>
</table>

Electives

15 credit-hours of electives

Total Credits Required: 121

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

The Information Technology Management (ITM) program focuses on the use of technology in the business world. Modern organizations are incredibly reliant on information, and as a result, the people that can manage and support that information. In ITM, students will study information systems and its various components, including hardware, software, networks, and databases. The program focuses on preparing students to apply their technology skills in a business environment.

Majors in ITM will complete their coursework by taking a capstone class in project management or IT strategy, giving their degrees (and careers) a valuable focus. Minors in ITM will gain valuable technology expertise that can be applied to any profession.

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Specialization Courses

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<td>Introduction to Networks</td>
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<tr>
<td>ITM 331</td>
<td>Problem Solving and Software Design</td>
</tr>
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<td>ITM 332</td>
<td>Information Security</td>
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<tr>
<td>ITM 356</td>
<td>Modern Database Management</td>
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<td>ITM 386</td>
<td>System Analysis and Design</td>
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Writing Focused Course

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<tr>
<td>ITM 413</td>
<td>Computer Law and Ethics or</td>
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<td>ITM 414</td>
<td>Current Trends in Information Technology</td>
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Capstone Course

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<td>ITM 483</td>
<td>Information Technology Strategy or</td>
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<tr>
<td>ITM 484</td>
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Electives

15 credit-hours of electives

Total Credits Required: 121

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

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<td>IBUS 412</td>
<td>International Economics</td>
</tr>
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<td>IBUS 434</td>
<td>International Marketing</td>
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<td>IBUS 444</td>
<td>Advanced Economies and Emerging Markets</td>
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<td>IBUS 480</td>
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Electives

18 credit-hours of electives
Total Credits Required: 121

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

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.
### Management continued

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<td>MGMT 482</td>
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### Electives

18 credit-hours of electives  
**Total Credits Required:** 121

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

### Marketing

The marketing program encompasses a broad range of business activities, including marketing strategy development, promotional programs, distribution, and pricing. Regardless of career path, students can take advantage of numerous internship opportunities. A multifaceted program balances specialized marketing topics such as marketing planning and programming, consumer marketing, and industrial marketing. Graduates can choose from numerous exciting and challenging career opportunities such as merchandising, marketing research, retailing, consulting, and sales management.

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Business Core

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ACCT 239 Financial Accounting Lab (1 credit-hour)
ACCT 240 Managerial Accounting
ECON 222 Principles of Macroeconomics
FIN 203 Principles of Finance
ITM 309 Principles of Information Systems
LSB 227 Business Law I
MATH 215 Statistics I
MGMT 226 Management and Organizational Behavior
MGMT 365 Operations Management
MGMT 485 Strategic Management
MKTG 202 Principles of Marketing
PSCI 315 Business, Government, and Regulation

Specialization Courses

MKTG 361 Consumer Marketing
MKTG 362 Business Marketing
MKTG 433 Market Research or
MKTG 434 International Marketing
MKTG 435 Marketing Communications
MKTG 436 Sales Management
MKTG 480 Marketing Seminar

Electives

18 credit-hours of electives

Total Credits Required: 121

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

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. The specialization provides the skills necessary for success in a variety of areas including sport facility management, 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 upon the strength of the undergraduate business curriculum while offering specialized courses designed to recognize the unique demands of the sport industry.

Foundation Courses

COMM 252 Effective Speaking
ECON 221 Principles of Microeconomics
ENGL 105 Expository Writing or
ENGL 212 Analytical Writing
HIST 118 Introduction to History
MATH 117 College Mathematics I or
MATH 122 Mathematical Business Analysis or
MATH 190 Calculus I
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Sport Management continued

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Specialization Courses

REQUIRED COURSES:
SMGT 251 Introduction to Sport Management
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

ELECTIVE COURSE (one additional course in sport management):
SMGT 397 Sport Management Practicum
SMGT 460 Athletics Administration
SMGT 461 Facility Management
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

Electives

6 credit-hours of electives

Total Credits Required: 121

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

PROGRAMS IN LIBERAL STUDIES

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, history and government, 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 economics, English, history, general psychology, or mathematics.

These programs provide a solid background for a variety of careers, as well as giving 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 specialization. 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.

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 specialization 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 specialization 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.

Foundation Courses

COMM 252 Effective Speaking
ECON 221 Principles of Microeconomics
ENGL 105 Expository Writing or
ENGL 212 Analytical Writing
HIST 118 Introduction to History
MATH 117 College Mathematics I or
MATH 122 Mathematical Business Analysis or
MATH 190 Calculus I
Focused Choices

**Advanced Writing** – 3 credit-hours:
1 course to be selected from ENGL 320, ENGL 321, ENGL 345, or ENGL 346

**Environmental Science/Mathematics** – 7 or 8 credit-hours:
1 course to be selected from ESCI 233 or ESCI 243 (4 credit-hours)
1 course to be selected from any Environmental Science or Mathematics course offerings

**Human Behavior** – 6 credit-hours:
2 courses to be selected from BCOM 247, BCOM 310, BCOM 311, BCOM 316, Psychology, Sociology, or Environmental Science course offerings

**Humanities** – 6 credit-hours:
2 courses to be selected from any Art, Dance, Foreign Language, Humanities, Literature, Music, Philosophy, or Religion course offerings

**Social Science** – 6 credit-hours:
2 courses to be selected from any History, Political Science, or Public Administration course offerings

**Liberal Arts Core**

**World Culture and People** – 6 credit-hours:
2 courses to be selected from BCOM 310, ENGL 238, ESCI 309, HIST 369, HUM 254, REL 322, or SOC 107

**Liberal Arts Electives** – credit-hours:
2 courses must be 200 level or above, from one of the following disciplines: Art, English, Environmental Science, History, Mathematics, Music/Dance, Philosophy/Religion or Psychology.

Major 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
- **ECON** Economics Elective
- **ECON** Economics Elective
- **ECON** Economics Elective
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- **ECON** Economics Elective

Electives

27 credit-hours of electives

**Total Credits Required:** 120

**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. English students develop a keen understanding of human nature and cultural dynamics in order to create successful personal and professional relationships.

In addition, students can enroll in the Teacher Preparation Program to prepare for a license to teach English at the middle school and secondary school levels.

**Foundation Courses**

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</table>

Focused Choices

**Advanced Writing** – 3 credit-hours:
1 course to be selected from ENGL 320, ENGL 321, ENGL 345, or ENGL 346, in addition to the GROUP III Requirement

**Environmental Science / Mathematics** – 7 or 8 credit-hours:
1 course to be selected from ESCI 233 or ESCI 243 (4 credit-hours)
1 course to be selected from any Environmental Science or Mathematics course offerings
English  continued

Human Behavior – 6 credit-hours:
2 courses to be selected from BCOM 247, BCOM 310, BCOM 311, BCOM 316, Psychology, Sociology, or Environmental Science course offerings

Humanities – 6 credit-hours:
2 courses to be selected from any Art, Dance, Foreign Language, Humanities, Literature, Music, Philosophy, or Religion course offerings

Social Science – 6 credit-hours:
2 courses to be selected from any Economics, History, Political Science, or Public Administration course offerings

Liberal Arts Core

World Culture and People – 6 credit-hours:
2 courses to be selected from BCOM 310, ECON 412, ESCI 309, HIST 369, HUM 254, REL 322, SOC 107, SPAN 290 or foreign language by petition.

Liberal Arts Electives – 6 credit-hours:
2 courses must be 200 level or above, from one of the following disciplines: Art, Environmental Science, History, Mathematics, Music/Dance, Philosophy/Religion or Psychology.

Major Courses

Group I (3 required)
ENGL 235 World Literature I
ENGL 236 World Literature II
ENGL 238 World Literature IV

Group II (3 required)
ENGL 318 Short Story
ENGL 319 Poetry
ENGL 326 Novel
ENGL 327 Drama

Group III (1 required)
ENGL 320 Fiction Writing
ENGL 321 Professional Writing
ENGL 345 Non Fiction Writing
ENGL 346 Journalism

Group IV (1 required)
ENGL 314 American Literature I
ENGL 315 American Literature II

Group V (1 required)
ENGL 480 English Seminar

Group VI (1 required)
ENGL 470 Special Topics in Literature or
ENGL 1 course not taken from Groups I, II, III or IV

Electives

24 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.

English Education

Foundation Courses

COMM 252 Effective Speaking
ECON 221 Principles of Microeconomics or
ECON 222 Principles of Macroeconomics
ENGL 105 Expository Writing or
ENGL 212 Analytical Writing
HIST 118 Introduction to History
MATH 117 College Mathematics I or
MATH 122 Mathematical Business Analysis or
MATH 190 Calculus I
MGMT 100 Business and Society
ITM 123 Digital Applications (1 credit-hour)
SEM 115 Current Issues Symposium
SEM 139 Professional Development Seminar – First Year (1 credit-hour)
SEM 239 Professional Development Seminar – Second Year (1 credit-hour)
SEM 339 Professional Development Seminar – Third Year (1 credit-hour)
SEM 439 Professional Development Seminar – Fourth Year (1 credit-hour)

Focused Choices

ENGL 323 Advanced Writing for Teachers
ESCI Environmental Science (Laboratory not required)
ESCI Environmental Science (4 credits)
PSY 151 General Psychology
PSY 275 Educational Psychology
EDUC 245 Foundations and Philosophies of Education

Humanities – 3 credit-hours:
1 course to be selected from any Art, Dance, Foreign Language, Humanities, Literature, Music, Philosophy, or Religion course offerings

Social Science – 6 credit-hours:
2 courses to be selected from any Economics, History, Political Science, or Public Administration course offerings

Liberal Arts Core

World Culture and People – 6 credit-hours:
2 courses to be selected from BCOM 310, ECON 412, ESCI 309, HUM 254, HIST 369, REL 322, SOC 107, SPAN 290 or foreign language by petition.
Major Courses

ENGL 235 World Literature I
ENGL 236 World Literature II
ENGL 238 World Literature IV
ENGL 314 American Literature I
ENGL 315 American Literature II
ENGL 318 Short Story
ENGL 319 Poetry
ENGL 326 Novel
ENGL 327 Drama
ENGL 480 English Seminar

Electives

EDUC 310 Methods and Materials in Secondary Education
EDUC 320 Curriculum Design and Assessment in an Age of Multicultural Education
EDUC 321 Communication and Technology in the Classroom
EDUC 488/490 Practicum in Middle or Secondary Education (12 credits)
PSY 277 Psychology of Adolescence
FREE ELECTIVE
FREE ELECTIVE

Total Credits Required: 120
NOTE: All courses are 3 credit-hours unless otherwise noted and may meet only one degree requirement.

History

The mission of the history program is threefold:
• to contribute to the liberal education of all Nichols College students;
• to train students in historical research and thinking; and,
• to prepare students for graduate studies in such fields as law, education, business, and public service.

The liberal studies 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.

In addition, history students can enroll in the Teacher Preparation Program to prepare for a license to teach history at the middle school and secondary school levels.

Foundation Courses

COMM 252 Effective Speaking
ECON 221 Principles of Microeconomics or
ECON 222 Principles of Macroeconomics

ENGL 105 Expository Writing or
ENGL 212 Analytical Writing
HIST 207 World Civilizations I
MATH 117 College Mathematics I or
MATH 122 Mathematical Business Analysis or
MATH 190 Calculus I
MGMT 100 Business and Society
ITM 123 Digital Applications (1 credit-hour)
SEM 115 Current Issues Symposium
SEM 139 Professional Development Seminar – First Year (1 credit-hour)
SEM 239 Professional Development Seminar – Second Year (1 credit-hour)
SEM 339 Professional Development Seminar – Third Year (1 credit-hour)
SEM 439 Professional Development Seminar – Fourth Year (1 credit-hour)

Focused Choices

Advanced Writing – 3 credit-hours:
1 course to be selected from ENGL 320, ENGL 321, ENGL 345, or ENGL 346

Environmental Science / Mathematics – 7 or 8 credit-hours:
1 course to be selected from ESCI 233 or ESCI 243 (4 credit-hours)
1 course to be selected from any Environmental Science or Mathematics course offerings

Human Behavior – 6 credit-hours:
2 courses to be selected from BCOM 247, BCOM 310, BCOM 311, BCOM 316, Psychology, Sociology, or Environmental Science course offerings

Humanities – 6 credit-hours:
2 courses to be selected from any Art, Dance, Foreign Language, Humanities, Literature, Music, Philosophy, or Religion course offerings

Social Science – 6 credit-hours:
PSCI 204 Introduction to Political Science
1 course to be selected from any Economics, Political Science, or Public Administration course offerings

Liberal Arts Core

World Culture and People – 6 credit-hours:
2 courses to be selected from BCOM 310, ECON 412, ENGL 238, ESCI 309, HUM 254, REL 322, SOC 107, SPAN 290 or foreign language by petition.

Liberal Arts Electives – 6 credit-hours:
2 courses must be 200 level or above, from one of the following disciplines: Art, English, Environmental Science, Mathematics, Music/Dance, Philosophy/Religion, or Psychology.
History continued

Major Courses

REQUIRED COURSES:

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
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<td>United States History to 1865</td>
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<tr>
<td>HIST 208</td>
<td>World Civilizations II</td>
</tr>
<tr>
<td>HIST 359</td>
<td>United States History Since 1945</td>
</tr>
<tr>
<td>HIST 369</td>
<td>World History Since 1945</td>
</tr>
<tr>
<td>HIST 480</td>
<td>Seminar in History</td>
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ELECTIVE COURSES (four additional courses in history):

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<thead>
<tr>
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<tbody>
<tr>
<td>HIST 315</td>
<td>Constitution and American Democratic Tradition</td>
</tr>
<tr>
<td>HIST 322</td>
<td>Women in American Society</td>
</tr>
<tr>
<td>HIST 339</td>
<td>History of Modern Europe Since 1815</td>
</tr>
<tr>
<td>HIST 340</td>
<td>Political and Historical Leaders</td>
</tr>
<tr>
<td>HIST 352</td>
<td>American Economic History</td>
</tr>
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<td>HIST 355</td>
<td>Civil War</td>
</tr>
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<td>HIST 356</td>
<td>American West</td>
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<td>HIST 360</td>
<td>America and Vietnam</td>
</tr>
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<td>HIST 470</td>
<td>Special Topics in History</td>
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<tr>
<td>HIST 490</td>
<td>Internship in History</td>
</tr>
</tbody>
</table>

Electives

24 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.

History Education

Foundation Courses

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<td>Advanced Writing for Teachers</td>
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<td>ESCI 309</td>
<td>World Economic Geography</td>
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<td>PSY 151</td>
<td>General Psychology</td>
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<td>EDUC 245</td>
<td>Foundations and Philosophies of Education</td>
</tr>
</tbody>
</table>

Humanities – 3 credit-hours:

1 course to be selected from any Art, Dance, Foreign Language, Humanities, Literature, Music, Philosophy, or Religion course offerings

Social Science – 6 credit-hours:

1 course to be selected from any Economics, Political Science, or Public Administration course offerings

Liberal Arts Core

World Culture and People – 6 credit-hours:

2 courses to be selected from BCOM 310, ECON 312, ENGL 238, ESCI 309, HUM 254, REL 322, or SOC 107

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<td>Psychology of Adolescence</td>
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Total Credits Required: 120

NOTE: All courses are 3 credit-hours unless otherwise noted and may meet only one degree requirement.
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 addition, mathematics students can enroll in the Teacher Preparation Program.

Students in the program can apply for a license to teach mathematics at the middle school and secondary school levels.

Foundation Courses

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Focused Choices

Advanced Writing – 3 credit-hours:
1 course to be selected from ENGL 320, ENGL 321, ENGL 345, or ENGL 346

Environmental Science – 7 or 8 credit-hours:
1 course to be selected from ESCI 233 or ESCI 243 (4 credit-hours)
1 course to be selected from Environmental course offerings
Human Behavior – 6 credit-hours:
2 courses to be selected from BCOM 247, BCOM 310, BCOM 311, BCOM 316, Psychology, Sociology, or Environmental Science course offerings

Humanities – 6 credit-hours:
2 courses to be selected from any Art, Dance, Foreign Language, Humanities, Literature, Music, Philosophy, or Religion course offerings

Social Science – 6 credit-hours:
2 courses to be selected from Economics, History, Political Science, or Public Administration course offerings

Liberal Arts Core

World Culture and People – 6 credit-hours:
2 courses to be selected from BCOM 310, ECON 412, ENGL 238, ESCI 309, HIST 369, HUM 254, REL 322, SOC 107, SPAN 290 or foreign language by petition.

Liberal Arts Electives – 6 credit-hours:
2 courses must be 200 level or above, from one of the following disciplines: Art, English, Environmental Science, History, Music/Dance, Philosophy/Religion or Psychology.

Major Courses

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<td>MATH 215</td>
<td>Statistics I</td>
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<td>MATH 348</td>
<td>Linear Algebra</td>
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<td>Foundations of Mathematics</td>
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<td>Discrete Mathematics</td>
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<td>Real Analysis</td>
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<td>MATH 441</td>
<td>College Geometry</td>
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<td>MATH 470</td>
<td>Topics in Mathematics</td>
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Electives

21 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.

Mathematics Education

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Mathematics Education continued

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</table>

Humanities – 3 credit-hours:
2 course to be selected from any Art, Dance, Foreign Language, Humanities, Literature, Music, Philosophy, or Religion course offerings

Social Science – 6 credit-hours:
2 courses to be selected from any Economics, History, Political Science, or Public Administration course offerings

Liberal Arts Core

World Culture and People – 6 credit-hours:
2 courses to be selected from BCOM 310, ECON 412, ENGL 238, ESCI 309, HIST 369, HUM 254, REL 322, SOC 107, SPAN 290 or foreign language by petition.

Major Courses

REQUIRED COURSES:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 191</td>
<td>Calculus II</td>
</tr>
<tr>
<td>MATH 215</td>
<td>Statistics I</td>
</tr>
<tr>
<td>MATH 229</td>
<td>Calculus III</td>
</tr>
<tr>
<td>MATH 348</td>
<td>Linear Algebra</td>
</tr>
<tr>
<td>MATH 441</td>
<td>College Geometry</td>
</tr>
<tr>
<td>MATH 442</td>
<td>Abstract Algebra</td>
</tr>
</tbody>
</table>

ELECTIVE COURSES (four additional courses in mathematics):

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 349</td>
<td>Differential Equations</td>
</tr>
<tr>
<td>MATH 362</td>
<td>Foundations of Higher Mathematics</td>
</tr>
<tr>
<td>MATH 395</td>
<td>Discrete Mathematics</td>
</tr>
<tr>
<td>MATH 440</td>
<td>Real Analysis</td>
</tr>
<tr>
<td>MATH 470</td>
<td>Topics in Mathematics</td>
</tr>
</tbody>
</table>

Electives

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDUC 310</td>
<td>Methods and Materials in Secondary Education</td>
</tr>
<tr>
<td>EDUC 320</td>
<td>Curriculum Design and Assessment in an Age of Multicultural Education</td>
</tr>
<tr>
<td>EDUC 321</td>
<td>Communication and Technology in the Classroom</td>
</tr>
<tr>
<td>EDUC 488/490</td>
<td>Practicum in Middle or Secondary Education (12 credits)</td>
</tr>
<tr>
<td>PSY 277</td>
<td>Psychology of Adolescence</td>
</tr>
</tbody>
</table>

Total Credits Required: 120

Psychology

The Psychology major provides students with experience in the practical application of the essential foundations of psychology, and in scientific research methods used to study human affect, behavior, and cognition. The psychology major fosters students’ growth and development by enhancing abilities in information literacy, service learning, and critical thinking. The major also provides students with the academic foundation for graduate study and careers that promote human welfare.

Foundation Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMM 252</td>
<td>Effective Speaking</td>
</tr>
<tr>
<td>ECON 221</td>
<td>Principles of Microeconomics or</td>
</tr>
<tr>
<td>ECON 222</td>
<td>Principles of Macroeconomics</td>
</tr>
<tr>
<td>ENGL 105</td>
<td>Expository Writing or</td>
</tr>
<tr>
<td>ENGL 212</td>
<td>Analytical Writing</td>
</tr>
<tr>
<td>HIST 118</td>
<td>Introduction to History</td>
</tr>
<tr>
<td>MATH 117</td>
<td>College Mathematics I or</td>
</tr>
<tr>
<td>MATH 122</td>
<td>Mathematical Business Analysis or</td>
</tr>
<tr>
<td>MATH 190</td>
<td>Calculus I</td>
</tr>
<tr>
<td>MGMT 100</td>
<td>Business and Society</td>
</tr>
<tr>
<td>ITM 123</td>
<td>Digital Applications (1 credit-hour)</td>
</tr>
<tr>
<td>SEM 115</td>
<td>Current Issues Symposium</td>
</tr>
<tr>
<td>SEM 139</td>
<td>Professional Development Seminar – First Year (1 credit-hour)</td>
</tr>
<tr>
<td>SEM 239</td>
<td>Professional Development Seminar – Second Year (1 credit-hour)</td>
</tr>
<tr>
<td>SEM 339</td>
<td>Professional Development Seminar – Third Year (1 credit-hour)</td>
</tr>
<tr>
<td>SEM 439</td>
<td>Professional Development Seminar – Fourth Year (1 credit-hour)</td>
</tr>
</tbody>
</table>

Focused Choices

Advanced Writing – 3 credit-hours:
1 course to be selected from ENGL 320, ENGL 321, ENGL 345, or ENGL 346

Environmental Science / Mathematics – 7 or 8 credit-hours:
1 course to be selected from ESCI 233 or ESCI 243 (4 credit-hours)
1 course to be selected from any Environmental Science or Mathematics course offerings

Human Behavior – 6 credit-hours:
2 courses to be selected from BCOM 247, BCOM 310, BCOM 311, BCOM 316, Sociology, or Environmental Science course offerings

Humanities – 6 credit-hours:
2 courses to be selected from any Art, Dance, Foreign Language, Humanities, Literature, Music, Philosophy, or Religion course offerings

NOTE: All courses are 3 credit-hours unless otherwise noted and may meet only one degree requirement.
Social Science – 6 credit-hours:
2 courses to be selected from any Economics, History, Political Science, or Public Administration course offerings

Liberal Arts Core

World Culture and People – 6 credit-hours:
2 courses to be selected from BCOM 310, ECON 412, ENGL 238, ESCI 309, HIST 369, HUM 254, REL 322, or SOC 107

Liberal Arts Electives – 6 credit-hours:
2 courses must be 200 level or above, from one of the following disciplines: Art, English, Environmental Science, History, Mathematics, Music/Dance, Philosophy/Religion.

Major Courses

REQUIRED COURSES:
PSY 151 General Psychology
PSY 375 Quantitative Methods in Psychology
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 SPECIALIZATIONS (3 required from courses listed below or additional selections from Psychology Foundation courses listed above):
PSY 275 Educational Psychology
PSY 277 Psychology of Adolescence
PSY 342 Group Dynamics
PSY 470 Special Topics in Psychology (may be taken more than once)
PSY 490 Internship in Psychology

Electives

24 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 continued

Human Resource Management
HRM 213  Human Resource Management
and three from
BCOM 310  Intercultural Communications
HRM 305  Labor Economics
HRM 323  Assessment and Staffing
HRM 343  Developing Motivating Human Potential
HRM 423  Compensation and Benefits

Information Technology Management

Take three of the following courses
ITM 231  Introduction to Networks
ITM 331  Problem Solving and Software Design
ITM 332  Information Security
ITM 356  Modern Database Management
ITM 386  Systems Analysis and Design
and one from
ITM 413  Computer Law and Ethics
ITM 414  Current Trends in Information Technology

International Business

Take four of the following courses
IBUS 309  World Economic Geography
IBUS 388  International Management
IBUS 412  International Economics
IBUS 434  International Marketing
IBUS 444  Advanced Economies and Emerging Markets
IBUS 470  Selected Topics in International Business

Leadership
MGMT 225  Introduction to Leadership
MGMT 416  The Leadership Experience
and two from
BCOM 312  Managerial Communications
HRM 344  Developing and Motivating Human Potential
MGMT 389  Managing Innovation and Change
PSY 342  Group Dynamics

Management

Take four of the following courses
HRM 213  Human Resource Management
MGMT 378  Entrepreneurial Management
MGMT 388  International Management
MGMT 389  Management of Innovation and Change
MGMT 429  Current Issues in Management
MGMT 482  Management Seminar

Marketing

Take four of the following courses
MKTG 361  Consumer Marketing
MKTG 362  Business Marketing
MKTG 433  Market Research
MKTG 434  International Marketing
MKTG 435  Marketing Communications
MKTG 436  Sales Management

Sport Management
SMGT 251  Introduction to Sport Management
and three from
SMGT 352  Sport in Society
SMGT 367  Sport Marketing
SMGT 368  Sport Finance
SMGT 397  Sport Practicum
SMGT 459  Sport Law
SMGT 460  Athletics Administration
SMGT 461  Facility Management
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

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 in the Office of the Registrar.

Education
EDUC 245  Foundations and Philosophies of Education
EDUC 310  Methods and Materials in Middle and Secondary Education
EDUC 320  Curriculum and Assessment in an Age of Multicultural Education
EDUC 321  Communication and Technology in the Classroom

English
Any four courses with 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 with a course number of 200 – and the rest with a course number of 300 or higher

Mathematics
MATH 191  Calculus II
Three additional courses with a MATH prefix and a course number of MATH 229 or higher

Psychology
Any four courses with a PSY prefix and a course number of 200 or higher
MIDDLE AND SECONDARY SCHOOL EDUCATOR PREPARATION PROGRAMS

Students can qualify for an initial teaching license in the state of Massachusetts by completing the Nichols College Business, English, History, or Mathematics Middle or Secondary School Educator Preparation Program and passing all parts of the Massachusetts Test for Educator Licensure. Each of these programs has a list of required courses and an official admission process. When applying for the Teaching Practicum, students must decide whether they will be applying for a middle or secondary school license and complete a practicum at the appropriate grade level (5-8 or 8-12).

Requirements

All interested students are required to:
1. Meet with the Chair of the Educator Preparation Program, as well as an advisor in your subject area, for advising each semester.
2. Enroll in Education 245, Foundations and Philosophies of Education. Complete all fieldwork hours and assignments. Earn a minimum grade of C and receive a positive teacher evaluation.
3. Apply for initial admission into the program. Complete a written application and interview. Have a 2.75 overall grade point average and a 3.0 in the potential subject area for licensure.
4. Successfully complete all required courses in the Business, English, History, or Mathematics Educator Preparation Program.
5. Successfully complete all required pre-practicum fieldwork.
6. Maintain a 2.75 overall grade point average, a 3.0 in the subject area for licensure, and a 2.7 average in all education courses. Education courses with less than a C average must be retaken.
7. Qualify for the Teaching Practicum by:
   a. Earning a minimum grade point average of 3.0 in the subject area for licensure and a 2.7 average in all education courses.
   b. Receiving positive evaluations by cooperating teachers during pre-practicum fieldwork.
   c. Completing 80 hours of pre-practicum fieldwork in Partnership Schools.
   d. Receiving a recommendation from a faculty member in the subject area for potential licensure.
   e. Passing the Communications and Literacy Skills subtest of the Massachusetts Test for Educator Licensure by March to student teach in the fall, or by August to student teach in the spring.
   f. Submitting a portfolio to the Educator Preparation Committee.
   g. Completing an interview with the Educator Preparation Committee.
   h. Completing interviews with prospective supervising practitioners and administrators.
8. Successfully complete the Teaching Practicum, complete a portfolio documenting growth in each of the Professional Standards for Teachers, and receive positive mid-semester and final evaluations.
9. Apply for licensure in Massachusetts, which will be reciprocal with many other states.

Students may petition to waive any program requirements by completing a form from the Office of the Registrar, obtaining the advisor’s signature, and submitting the request to the Provost. Each decision will be made on a case-by-case basis. Only comparable coursework will be considered for substitutions of requirements.

Curriculum

Each specialization (general business, English, history, and mathematics) has a list of required courses. Please refer to these under the subject area majors. The following is a recommended semester-by-semester plan for taking the required teaching preparation courses in education, psychology and the Professional Development Seminar program.

Second Year

<table>
<thead>
<tr>
<th>Fall: EDUC 245</th>
<th>Foundations and Philosophies of Education – 3 credits</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Required weekly pre-practicum fieldwork at a Partnership School for a total of 20 hours.</td>
</tr>
<tr>
<td>MAJOR</td>
<td>Complete two courses in your subject area specialization.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Spring: EDUC 310</th>
<th>Methods and Materials in Middle and Secondary Education – 3 credits (Prerequisite: EDUC 245)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Required weekly pre-practicum fieldwork at a Partnership School for a total of 20 hours.</td>
</tr>
<tr>
<td>MAJOR</td>
<td>Complete two courses in your subject area specialization.</td>
</tr>
</tbody>
</table>
CURRICULUM CONTINUED

THIRD YEAR

FALL: EDUC 320
Curriculum and Assessment in an Age of Multicultural Education – 3 credits (Prerequisite: EDUC 245)
Required weekly pre-practicum fieldwork at a Partnership School for a total of 20 hours.

PSY 275
Educational Psychology – 3 credits (Prerequisite: PSY 151)

SEM 339
Third-Year Professional Development Seminar

MAJOR
Complete two courses in your subject area specialization.

SPRING: EDUC 321
Communication and Technology in the Classroom – 3 credits (Prerequisite: EDUC 245)
Required weekly pre-practicum fieldwork at a Partnership School for a total of 20 hours.

PSY 277
Psychology of Adolescence – 3 credits (Prerequisite: PSY 151)

MAJOR
Complete two courses in your subject area specialization.

FOURTH YEAR

FALL: MAJOR
Finish requirements for major.

SEM 439
Senior-Year Professional Development Seminar

SPRING: EDUC 488/490
Teaching Practicum in Middle or Secondary School – 12 credits
Required 14 weeks of full-time, supervised teaching at a Partnership School with a minimum of 135 direct instructional hours.

INTERNSHIP PROGRAMS

Nichols College believes that it is important for its students to have the opportunity to experience the world of work prior to graduation from college. The College has created a variety of internship experiences for its students so that they may be better prepared for careers in business, government, and human service.

Internships test theories and concepts learned in the classroom in an actual field setting. Students bring the knowledge gained from the internship experience back to the classroom through the insights and critical vantage points they gain as interns. Various academic departments sponsor field experiences that are appropriate to their disciplines. Normally, internships are for academic credit and cover the approximate time period of one academic semester.

Internship placements are available in corporations located in various cities throughout the United States. Placements are made through the efforts of the student, the Internship Coordinator, and the faculty sponsor. Nominations for internship assignments are based on a student's past academic performance, recommendation of the proposed faculty sponsor, and acceptance by the host agency or company. Each intern 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, term papers, etc.). The sponsoring company's responsibilities to the student intern are specified carefully in the learning contract. Students interested in internships relevant to their studies should contact the Internship Coordinator in the Office of Career Services for details and possible placement.

For complete regulations governing internships and/or a list of current or past placements, students should contact the Office of Career Services.

ARMY ROTC PROGRAM

Army Reserve Officers Training Corps (ROTC) is a supplemental program available to all students at Nichols College. Qualified American citizens who successfully complete ROTC will be commissioned upon graduation as second lieutenants in the United States Army, the Army Reserve, or the Army National Guard. Delayed entry for graduate study may be granted.

Military science and ROTC can be combined with any specialization or major offered at the College. The program is not a major or a degree-granting program. Emphasis is placed on the development of individual leadership through laboratories combining theory and practical leadership experience. These laboratories are designed to prepare the student for future leadership roles.

There are three variations of ROTC available to the student:

1. The traditional four-year program in which the student takes military science courses each academic year and attends an advanced summer camp between the junior and senior years.
2. A two-year program designed for students who decide to enter ROTC before the end of the sophomore year or for those transferring to the College from non-ROTC colleges or universities. In this program, the student attends a basic summer camp prior to his/her junior year and completes military science courses and advanced camp in the junior and senior years.
3. The student can simultaneously belong to the College's ROTC program and the Army National Guard, or the Army Reserve during the junior and senior years. Students in this program receive Reserve drill pay in addition to the ROTC stipend allowance.

All military science courses are open to any student at the College regardless of participation in the ROTC program.

WASHINGTON, D.C., SEMESTER

Nichols College is affiliated with The Washington Center, a nationally recognized internship placement agency located in the nation's capital. While the Washington Semester is taken normal-
ly during the junior or senior year, summer session internship opportunities are also available. Placements are made with executive branch agencies, the Congress of the federal government, local government, not-for-profit organizations’ national headquarters, and private corporations.

A full-semester, 15-credit internship is available to juniors and seniors who meet the qualifications including a 3.00 cumulative GPA, regardless of academic major. Students interested in applying should contact the Director of the Robert C. Fischer Policy and Cultural Institute for further information. When there are a large number of applicants, nomination decisions will be based on academic year, academic achievement, and overall merit.

**STUDY ABROAD SEMESTER**

Nichols College offers an array of study abroad options for its students including Regent's College, European University, Academic Programs International. The study abroad experience provides a unique and unsurpassed opportunity for personal growth, individual revelation and maturity as well as a practical understanding of an interconnected global economy and society. The standards used in considering Nichols students for nomination for admission to Nichols College study abroad programs include:

- The candidate must be in good academic standing at Nichols with an overall grade point average of 3.0 or higher. (Students with grade point averages of 2.75 to 2.99 will be considered on a space available basis only.)
- The candidate must have earned junior-level status (normally 60 credit-hours or more) prior to the semester in which the student will study abroad.
- The candidate will be required to provide a well-written personal statement explaining why an overseas study experience will be of educational benefit, and will be expected to undertake a full academic program consisting of 12 to 15 semester hours of course work.
- The candidate must be recommended favorably by two members of the faculty.

When there are a large number of applicants, nomination decisions will be based on academic year, academic achievement, and overall merit.

Nichols students interested in the study abroad program should contact the Director of the Robert C. Fischer Policy and Cultural Institute, who will counsel Nichols students in regard to program details, requirements and course selection.

**Regent's College, London, England**

Regent’s College is an academic institution in an historic and lovely setting amid the trees and ornamental gardens of Regent’s Park in the heart of London. A British institution founded on the initiative of Rockford College, Illinois, Regent’s has an international mission that sets it apart from most colleges and universities. As a British-American center of international education, Regent’s College draws upon the academic traditions and resources of both countries. Its university-level programs are taught by British and American teachers and accredited in the United States.

Nichols’ agreement with Regent’s College permits Nichols students to study overseas with the academic credit for coursework taken at Regent’s transferring directly to Nichols.

**European University**

In 2008, Nichols College entered into an agreement with European University (EU) to offer a semester of study in three European locations. Nichols and EU have the same core values in delivering creative, cutting-edge yet practical business education to the next generation of business leaders.

Classes are small and personal (average class size is between 20 – 25 students.) EU faculty offer strong academic credentials and real work experience, making the connection between the workplace and the classroom and providing students with a truly global experience.

Nichols College students can study abroad at the following European University locations: Barcelona, Spain, Montreux, Switzerland and Munich, Germany.

**Semester at Sea**

Introduced in the spring semester of 2007, Nichols College Semester at Sea program adds a global semester to the undergraduate experience. The shipboard curriculum will give students insights into various cultures and societies and teach them to analyze those they observe and encounter.

In collaboration with the University of Virginia, Nichols College grants academic credit for participation in Semester at Sea courses. A University of Virginia academic transcript will be provided to facilitate credit transfer to Nichols College. Prior approval of courses by the Registrar is required.

The courses examine global issues — the environment, population, foreign policy relationships, and economics — in the context of the nations students visit. The ship truly becomes a campus in which students study in a traditional setting, while the world is transformed into an academic laboratory that contributes 20% of each student’s grade. This integration of classroom and international fieldwork allows for Semester at Sea to create a learning environment unmatched on a traditional land campus.

Standards for participation in this program are the same as the Regent’s College Study Abroad Semester.

**Academic Programs International**

Nichols College has a unique program with Academic Programs International (API). API offers students the opportunity to experience the world, study in another country, and earn Nichols College credit. An independent study abroad organization, API provides living, travel, educational, and cultural opportunities for the U.S. students in France, Italy and Spain.

Note: Participation in API Study Abroad includes a required language course, Italian in Italy, French in France and Spanish in Spain.
### Accounting

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Prerequisite</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 238</td>
<td>INTRODUCTORY FINANCIAL ACCOUNTING</td>
<td>ACCT 238</td>
<td>3 Hours, 1 Semester</td>
</tr>
<tr>
<td></td>
<td>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.</td>
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<td></td>
</tr>
<tr>
<td>ACCT 239</td>
<td>FINANCIAL ACCOUNTING LAB</td>
<td>ACCT 238</td>
<td>1 Hour, 1 Semester</td>
</tr>
<tr>
<td></td>
<td>Financial Accounting Lab will help students apply fundamental accounting concepts and principles to realistic business events through the use of a commercially available accounting software product. It provides a computerized environment in which students learn to analyze, interpret, and investigate accounting information to make business decisions.</td>
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<td></td>
</tr>
<tr>
<td>ACCT 240</td>
<td>MANAGERIAL ACCOUNTING</td>
<td>ACCT 238</td>
<td>3 Hours, 1 Semester</td>
</tr>
<tr>
<td></td>
<td>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 majors.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ACCT 241</td>
<td>INTERMEDIATE ACCOUNTING I</td>
<td>ACCT 238</td>
<td>3 Hours, 1 Semester</td>
</tr>
<tr>
<td></td>
<td>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.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ACCT 242</td>
<td>INTERMEDIATE ACCOUNTING II</td>
<td>ACCT 241</td>
<td>3 Hours, 1 Semester</td>
</tr>
<tr>
<td></td>
<td>A continuation of ACCT 241. Topics include current liabilities and contingencies, long-term assets, long-term debt, and owner’s equity. Requires computer usage.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ACCT 341</td>
<td>INTERMEDIATE ACCOUNTING III</td>
<td>ACCT 242</td>
<td>3 Hours, 1 Semester</td>
</tr>
<tr>
<td></td>
<td>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.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ACCT 342</td>
<td>ADVANCED ACCOUNTING</td>
<td>ACCT 341</td>
<td>3 Hours, 1 Semester</td>
</tr>
<tr>
<td></td>
<td>In-depth study of complex entities including partnerships, branch accounting, mergers, consolidations, foreign currency translations, and international financial reporting standards. Requires computer usage.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ACCT 343</td>
<td>COST ACCOUNTING</td>
<td>ACCT 238</td>
<td>3 Hours, 1 Semester</td>
</tr>
<tr>
<td></td>
<td>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.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ACCT 402</td>
<td>FEDERAL TAXES: BASIS FOR DECISION MAKING</td>
<td>FIN 203</td>
<td>3 Hours, 1 Semester</td>
</tr>
<tr>
<td></td>
<td>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.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ACCT 403</td>
<td>ADVANCED FEDERAL TAXES</td>
<td>ACCT 402</td>
<td>3 Hours, 1 Semester</td>
</tr>
<tr>
<td></td>
<td>This course will cover special topics in taxation, specifically related to individuals. Special attention will be paid to current events and tax law updates. Computer usage will be integrated.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ACCT 404</td>
<td>AUDITING</td>
<td>ACCT 242</td>
<td>3 Hours, 1 Semester</td>
</tr>
<tr>
<td></td>
<td>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.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ACCT 480</td>
<td>ACCOUNTING SEMINAR</td>
<td>ACCT 404</td>
<td>3 Hours, 1 Semester</td>
</tr>
<tr>
<td></td>
<td>This course gives the student an understanding of accounting for non-profit organizations and governmental entities. Special attention is placed on reporting requirements and government oversight. Includes computer applications.</td>
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</tr>
</tbody>
</table>
### 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 the art of other cultures like the Far East is also explored. A studio experience including making drawings, paintings and sculptures is an important part of the course.  
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 is 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 the painting and sculpture which reflects 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 is an important part of the 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 366  ART AND DESIGN IN THE AGE OF TECHNOLOGY**  
This course explores the practical application of art and the principles of design in today’s environment. Class problems include such areas as urban renewal, advertisement layout, display, kinetic sculpture, pop art, industrial design, and uses of photography.  
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.  
3 Hours, 1 Semester

**ART 369  INTRODUCTION TO PAINTING**  
An introduction to the practice of acrylic painting, with projects adjusted to the abilities of the student.  
3 Hours, 1 Semester

### Business Communication

**BCOM 247  BUSINESS COMMUNICATION SURVEY**  
This course includes a survey of basic theories of the human communication process, and an examination of communication theory in five business-related contexts: (1) group communication, (2) inter/intra cultural communication, (3) interpersonal communication, (4) mass communication, and (5) organizational communication.  
3 Hours, 1 Semester

**BCOM 310  INTERCULTURAL COMMUNICATION**  
In this course students will gain awareness of cultural differences as they affect the conduct of business, and will develop methods to bridge those differences. Globalization, the effect of social conventions on the business environment, and the impact of cultural norms on information gathering and decision making will be studied. Differences in legal, regulatory, and organizational structures will be considered. Each student will participate in a group research project examining the challenges of conducting business and communicating on an intercultural basis.  
3 Hours, 1 Semester

**BCOM 311  VISUAL COMMUNICATION**  
This course will explore the psychological and cultural aspects of visual communication, and will introduce students to visual techniques for analyzing, displaying and explaining numerical and statistical data. The cultural and commercial impact of advertising, film, and electronically manipulated data will be studied. Working with photographs, tables, graphs, and templates, students will learn to select appropriate visual formats for presentation of various types of data. Ethical issues related to choice, use and distortion of visual information will be considered. Software programs for computer-assisted design will be reviewed and applied. Prerequisite: ITM 123 and a minimum of 30 completed credits  
3 Hours, 1 Semester

**BCOM 312  MANAGERIAL COMMUNICATION**  
This advanced course in organizational communication will cover conflict and negotiation, relating document styles and purposes, working with the corporate board of directors, managing a media crisis, whistleblowers and other systemic malfunctions, communication in the workplace, ethical communication, and the profit motive. Students will analyze real cases and propose and debate alternative solutions. Prerequisite: MGM 226  
3 Hours, 1 Semester

**BCOM 316  MASS MEDIA, PUBLIC RELATIONS AND MEDIA MANAGEMENT**  
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. Prerequisite: MKTG 202  
3 Hours, 1 Semester

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**COMM 252  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 (6) speeches on a wide range of topics. The primary goal is to increase student’s skill and comfort level in delivering a presentation extemporaneously.

3 Hours, 1 Semester

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**Criminal Justice Management**

**CJM 209  CRIME, JUSTICE, AND SOCIETY**
This course will introduce the student to the field of criminal justice and security by presenting an overview of federal and state enforcement agencies. This course will discuss the role of the state in protecting business enterprises and furnish the student with a broad understanding of the developing relationships between a business enterprise and its security function.

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: ITM 123, 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 347  EMERGENCY PLANNING AND DISASTER MANAGEMENT**
This course will cover topics such as risk identification and assessment of multi-hazards whether natural or 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 ICS-100 in this course.

Prerequisite: CJM 209

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 loca-
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 302 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 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. 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 347 3 Hours, 1 Semester

**Dance**

**DAN 286 JAZZ DANCE TECHNIQUE**
This course serves as an introduction to basic modern jazz techniques, including proper warm-up, alignment work, center work, isolations, traveling sequences, and improvisations. Students will begin to develop ability to recognize and become knowledgeable about various forms of jazz dance choreography.

3 Hours, 1 Semester

**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 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

**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**
An intermediate course in microeconomics analyzing the process by which the decisions of households and business firms interact through a price system to influence the allocation of resources. Practical applications are used to illustrate the usefulness of economic theory.

Prerequisite: ECON 221, 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, 222 3 Hours, 1 Semester

**ECON 305 LABOR ECONOMICS**
Labor Economics deals with labor markets, the arrangement under which firms demand workers and the workers supply their labor. Labor is demanded because of its productivity in producing goods and services. Labor is supplied for monetary as well as non-monetary reasons, such as stability of employment, job safety, and opportunity for advancement. Special course attention is given to recent developments affecting the market, including technology, international competitiveness, minimum wage legislation, union activities, income distribution, and ethical issues.

Prerequisite: ECON 221, 222 3 Hours, 1 Semester
ECON 306 GOVERNMENT FINANCE AND FISCAL POLICY
An examination of the effects of government expenditure, borrowing, and taxation upon resource allocation, national income, employment, and prices. Topics include the scope of the public sector, decision rules for government expenditures, criteria for an optimal tax system, impact of deficit financing on the economy, and the unique problems inherent in financing state and local governments.
Prerequisite: ECON 221, 222
3 Hours, 1 Semester

ECON 307 MONEY, BANKING, AND THE ECONOMY
An examination of the role that money, interest rates, and financial intermediaries play in the operation of the U.S. economy. The goal of the course is to give students an overview of the U.S. financial system and an understanding of the theory and practice of monetary policy. The topics blend institutional analysis with theoretical modeling and empirical/historical perspectives.
Prerequisite: ECON 221, 222
3 Hours, 1 Semester

ECON 412 INTERNATIONAL ECONOMICS
An economic analysis of the foundations of international trade and the impact of trade on domestic and global economies. Impediments to trade, such as tariffs and quotas, are analyzed. 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, 222
3 Hours, 1 Semester

ECON 415 URBAN AND REGIONAL ECONOMICS
In this course, economic analysis is applied to urban and regional problems of redevelopment with emphasis on analysis and techniques relevant to changing urban form and function, regional public finance, housing and renewal, poverty and race, transportation, and environmental problems.
Prerequisite: ECON 221, 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

EDUC 310 METHODS AND MATERIALS IN MIDDLE SCHOOL AND SECONDARY EDUCATION
This course surveys the educational resources used in middle and secondary school learning and teaching. Topics to be covered are focused on instructional practices such as determining learning objectives, classroom organization and strategies, instructional design and strategies, student evaluations, curriculum development, individual daily preparation, techniques of questioning, materials of learning and instruction including computer technology, and use of media. Also considered are legal and moral responsibilities of those involved in teaching, necessary evaluative procedures, and appropriate instruments. 20 hours of fieldwork required.
3 Hours, 1 Semester

EDUC 320 CURRICULUM DESIGN AND ASSESSMENT IN AN AGE OF MULTICULTURAL EDUCATION
The course develops the necessary alignment of curriculum structures with the needs of multicultural education. It combines communicative skills, curriculum development, and the appropriate curriculum frameworks with processes for assessing curriculum design and measuring its impact on the student. The multicultural feature of this course includes concern for ethnicity, race, gender, exceptionality, religion, language, and age and its relationship with curriculum purpose and practice. 20 hours of fieldwork required.
3 Hours, 1 Semester

EDUC 321 COMMUNICATION AND TECHNOLOGY IN THE CLASSROOM
This course focuses on the development of communication skills for use in an educational setting. Included is an individual assessment of general communicative abilities, the value of these abilities, and skills to both teacher and student, and their relationship to the student’s problem solving needs. Additional emphasis is placed on the use of computer technology to assist in developing clarity, sensitivity, and effectiveness for classroom use and in the context of language and presentation appropriate to age, gender, stage of development, race, etc. 20 hours of fieldwork required.
3 Hours, 1 Semester

EDUC 470 SPECIAL TOPICS IN EDUCATION
This course is offered on an occasional basis and addresses topics and themes of special interest not covered in the standard course offerings in education.
3 Hours, 1 Semester

EDUC 476 INDEPENDENT STUDY (1-3 CREDITS)
An independent study in education that students may take for 1-3 credits.

EDUC 488 PRACTICUM IN MIDDLE SCHOOL EDUCATION
This course is an introduction to teaching at the middle school level. It involves observation and actual classroom teaching under supervision in nearby schools. Students will have classroom experience in subject fields at levels in accordance with
their professional interests. The course requires a minimum of 300 clock hours in professional participation, including at least 150 clock hours of actual classroom teaching.

ENGLISH 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.

ENGLISH 212  ANALYTICAL WRITING
In this writing course, students will study and practice critical writing, including research-based 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.

ENGLISH 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.

ENGLISH 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.

ENGLISH 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.

ENGLISH 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.

ENGLISH 318  SHORT ATTENTION-SPAN LIT: INTRODUCTION TO THE SHORT STORY
The short story is the newest form of literature, and in some ways the most challenging for the writer, who must compact drama and theme into a few short pages and make it seem real. This course will look at short stories from all over the world and examine themes and styles while examining what they have to say to us and about the author and society that produced them.
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. 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 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 3 Hours, 1 Semester

ENGL 322 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 3 Hours, 1 Semester

ENGL 323 WRITING ACADEMICALLY
The novel is the genre of literature that gives the author the most extended opportunity to create a world and the people in it. This course will look at the many strategies novelists have used to move us, teach us, scare us, entertain us, and understand us. We will study how authors have developed new ways to tell a story, trying to keep up with the constant changes in the world and the attitudes of the people around them.
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.
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.
Prerequisites: ENGL 105 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 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.
3 Hours, 1 Semester

ENGL 480 LITERATURE SEMINAR
Designed to demonstrate proficiency in the study of English, this course requires in-class presentations, in-depth critical analysis, research, and a paper of considerable length. The content of the course varies and is determined by the instructor. Required of all English majors.
3 Hours, 1 Semester

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.
4 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.
4 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.
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

French

FREN 126 FRENCH I
This introductory French course stresses communication skills, especially listening and speaking, as well as reading, writing, and cultural acquisition. The emphasis is on vocabulary and communication activities, with grammar playing an important supporting role. The focus of the course is on the practical application of the language and the development of the skills required to learn it.
3 Hours, 1 Semester

FREN 127 FRENCH II
This intermediate French course stresses communication skills, especially listening and speaking, as well as reading, writing, and cultural acquisition. The emphasis is on vocabulary and communication activities, with grammar playing an important supporting role. The focus of the course is on the practical application of the language and the development of the skills required to learn it.
Prerequisite: FREN 126
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. Brief exposures to mergers and international finance are included.
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

History

HIST 118 INTRODUCTION TO HISTORY
This course presents an introduction to World or American history appropriate for entry-level students. Several topics are offered each semester and will vary from semester to semester. All present interesting, sometime controversial issues in World or American history which introduce the subject in some detail while also emphasizing the process and method of historical inquiry.
3 Hours, 1 Semester
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. Previously HIST-101.

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. Previously HIST-102.

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 generalized development stages including the rise of agriculture, the evolution of major civilizations, and the establishment of commercial and cultural ties. Previously HIST-107.

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. Previously HIST-108.

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 mid 20th 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.

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.

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.

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.

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 principle battles, the political and military personalities involved, the war’s consequences, and explore why the Union emerged victorious.

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 the impact and interaction with the Native American people and the environment.

3 Hours, 1 Semester

HIST 359 U.S. 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.

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.

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.

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.

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.

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.

3 Hours, 1 or 2 Semesters

Hospitality Management

HSP 211 INTRODUCTION TO THE HOSPITALITY INDUSTRY
This course provides an overview of the hospitality industry and its components including hotels, restaurants, casinos, theme parks, cruise lines, and travel distributors. It provides an introduction to various business disciplines including management, marketing, accounting, finance and strategy. Students gain an historical perspective and also discuss current events while exploring the only thing that customers of this industry actually purchase, The Guest Experience.

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.

3 Hours, 1 Semester

HSP 361 HOSPITALITY FACILITY OPERATIONS
This course to be developed.

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.

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. Case studies and research of an existing corporation within the Hospitality industry will be the basis for the study.

Prerequisite: HSP 351, HSP 361, HSP 371

3 Hours, 1 Semester

HSP 490 INTERNSHIP IN HOSPITALITY MANAGEMENT
The Internship in Hospitality 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. Library research and reading assignments will underscore the need for life-long professional development and learning in order to meet new challenges in this rapidly changing field of management.

Prerequisite: HSP 351, HSP 361, HSP 371

3 Hours, 1 Semester

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 305 LABOR ECONOMICS
Labor Economics deals with labor markets, the arrangement under which firms demand workers and the workers supply their labor. Labor is demanded because of its productivity in producing goods and services. Labor is supplied for monetary as well as non-monetary reasons, such as stability of employment, job safety, and opportunity for advancement. Special course attention is given to recent developments affecting the market, including technology, international competitiveness, minimum wage legislation, union activities, income distribution, and ethical issues.

Prerequisite: ECON 221, 222

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: HR-M 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 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 480 SEMINAR IN HUMAN RESOURCE MANAGEMENT
This seminar is a senior-level capstone course for human resource management students. A case study approach will be used to explore the major current issues in human resource management and bring together the general concepts and ethical dimensions studied in earlier coursework in the program. Students construct a semester-long research project and are guided in developing sophisticated information resource research skills and utilizing various research methodologies. The capstone project is designed to acquaint students with current human resource management professional literature and develop critical information literacy skills.
Prerequisite: HRM 443 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. Library research and reading assignments will underscore the need for life-long professional development and learning in order to meet new challenges in this rapidly changing field of management.
Prerequisite: HRM 343, HRM 344 3 Hours, 1 Semester

HRM 491 INTERNSHIP IN HUMAN RESOURCE MANAGEMENT
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. 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: HRM 390 3 Hours, 1 Semester

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 diverse aspects of many cultures. Learn from guest speakers, listen to world music, learn basic French, Spanish, Russian, Chinese, Italian and German. Discover how gestures vary across cultures, engage in critical thinking regarding your own language and culture and prepare to meet and 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

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) as well as digital video creation and editing. Previously MIS 109, MIS 123.
1 Hour, 1 Semester

ITM 231 INTRODUCTION TO NETWORKS
This course introduces students to the world of business data communications. Real-world case studies will be used to gain a practical understanding of the physical and logical issues related to networking and telecommunications. Students will also study networking equipment, administration, security and privacy. Previously MIS 231.
3 Hours, 1 Semester

ITM 309 PRINCIPLES OF INFORMATION SYSTEMS
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. Modern case studies and issues relating to technology in business, like ethics and cyberthreats, will also be discussed. Previously MIS 309.

Prerequisites: ITM 123 or MIS 123 or MIS 109

3 Hours, 1 Semester

**ITM 331 PROBLEM SOLVING AND SOFTWARE DESIGN**

In this class, students will learn the process of creating computer programs, and how these programs are tools to solve problems efficiently. The focus of this course will be to educate students on how software works, break software down into simple functions, and apply algorithms of the student’s own creation to solve problems posed by the professor.

3 Hours, 1 Semester

**ITM 332 INFORMATION SECURITY**

The goal of this class is to familiarize students with the ins and outs of digital security. This includes the methodologies, analysis, and best practices of securing information and technology, as well as the legal and ethical duties at hand. We will also look at both how to prevent breaches in security, as well as first and long term response techniques should a breach occur. Previously MIS 328 and CJM 447.

Prerequisites: ITM 309 or MIS 309

3 Hours, 1 Semester

**ITM 356 MODERN DATABASE MANAGEMENT**

In today’s information economy, all that data has to go somewhere! Behind the scenes of our favorite technologies, databases provide a structured environment for efficient storage and retrieval of information. This course will learn the technical aspects of database creation and management, as well as study how modern businesses use information in new and innovative ways. Previously MIS 456.

3 Hours, 1 Semester

**ITM 386 SYSTEMS ANALYSIS AND DESIGN**

In the world of technology, we focus a great deal on the digital world. This course focuses on the physical components that are just as vital. We will learn how to develop “systems” of hardware, software, networks, and databases in a variety of scales. Students completing this course will be capable of high-level design for a business-sized infrastructure. The ability to design and understand systems is fundamental for any ITM professional. Previously MIS 386.

Prerequisites: ITM 309 or MIS 309

3 Hours, 1 Semester

**ITM 413 COMPUTER LAW AND ETHICS**

This course will examine the issues posed by cutting edge technology, paying particular attention to the dilemmas faced by modern IT professionals and enthusiasts. 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. Writing-focused course.

Prerequisites: LSB 227

3 Hours, 1 Semester

**ITM 414 CURRENT TRENDS IN INFORMATION TECHNOLOGY**

This course addresses topics in computers, technology, and information systems not covered in the standard course list. Each semester, a new topic will be selected. Writing-focused course. Previously MIS 480.

Prerequisites: ITM 309

3 Hours, 1 Semester

**ITM 483 INFORMATION TECHNOLOGY STRATEGY**

This capstone course will provide students an opportunity to apply their collective knowledge and skills in analyzing contemporary IT business cases. The modern organization is increasingly reliant on technology. As such, the success, even survival of a business is dependent on someone who can acquire, maintain, and implement Information Technology. Students in this course will focus on managing the technology function of business. This includes long-term planning, the process behind acquisition, and how to make intelligent technology decisions for an organization.

Prerequisites: ITM Core

3 Hours, 1 Semester

**ITM 484 PROJECT MANAGEMENT IN INFORMATION TECHNOLOGY**

This capstone course focuses on the role of project manager in the world of IT. The science and the art of project management are discussed in settings where scarce resources, risky decisions, and conflicting tensions continually require sensible and effective compromises. Topics include project management principles and methodology with special focus on planning, controlling, and coordinating individual and group efforts. Students who take this course will also be qualified for industry certification in Project Management.

Prerequisites: ITM Core

3 Hours, 1 Semester

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**International Business**

**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 388 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-ethical aspects of international management in a global economy with multinational business enterprises.

Prerequisite: MGMT 226

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, 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: MKTG-361, MKTG 362 or IBUS-388
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 388
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 388
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

Internship and Independent Study

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, business communication, economics, finance, management, management information systems, and marketing. 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 Vice President for Academic Affairs.
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

MGMT 470, 471 SPECIAL STUDIES IN BUSINESS ADMINISTRATION
Research, analysis, and evaluation of practices, problems, or processes in management of special interest to business majors in their senior year. Offered by special arrangement.
Prerequisite: Senior standing
3-6 Hours, 1-2 Semesters

INDEPENDENT STUDY 473, 474
HONORS INDEPENDENT STUDY
Intended for those students who have demonstrated superior ability by attaining a cumulative grade point average of 3.2 or more by the end of their junior year and who want to extend their academic experience beyond that offered in the regular classroom. An individual student research project may be undertaken under the continuous review of a faculty member with the permission of the student’s department chairperson. The project will culminate in a written report and oral examination conducted by an ad hoc honors examining committee selected by the supervising faculty member. Honors Independent Study is a free elective and carries three credit hours.
3 Hours, 1 Semester

Legal Studies

LSB 227 BUSINESS LAW I
Business Law I is a broad introduction to the American legal system concentrating on issues related to commerce. The course begins with an overview of the judicial system and a look at the difference between dispute resolution through litigation (court) and alternate methods such as mediation and arbitration. That’s followed by an exposure to the fundamental law of the land, the U.S. Constitution. After a brief look at criminal law the course focuses on the areas of civil law that are most significant to business. These include contracts, torts (non criminal wrongs), warranties and product liability, employment law and intellectual property (patents and copyrights).
Prerequisite: MGMT 100
3 Hours, 1 Semester
LSB 337  BUSINESS LAW II
Business Law II continues the broad exposure to the commercial legal system begun in Business Law I. After completing both courses students have been exposed to most of the legal issues encountered during an executive career.

Business Law II begins with international law, and then looks at two kinds of business documents, negotiable instruments which transfer money, and contracts that secure credit purchases. Those ideas of financial responsibility lead to consideration of bankruptcy: what happens when a business can’t meet its financial obligations. Next we cover agency which describes the conditions under which one person may be responsible for the acts of another. That in turn leads to consideration of employer-employee relations, union activity and labor law.

Next we look at starting and expanding the business itself by focusing on forms of legal organization, the sale of securities, and the restraints put on competition by anti-trust law. Along those lines we consider some areas in which businesses have to be cautious including consumer, environmental, and property law. The course ends with coverage of some important issues of financial safety and succession for business owners with a study of estate planning and insurance law.
Prerequisite: LSB 227  3 Hours, 1 Semester

MGMT 226  MANAGEMENT AND ORGANIZATIONAL BEHAVIOR
This course will introduce the study of management theory and practice. The managerial process, organizational dynamics and behavior, as well as other selected topics including entrepreneurship and careers in management will be presented.
Prerequisite: MGMT 100  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: MGMT 226 and ECON 221  3 Hours, 1 Semester

MGMT 378  ENTREPRENEURIAL MANAGEMENT
This course provides fundamental knowledge and skills in entrepreneurship and intrapreneurship, both of 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. Intrapreneurship is forming a new business within an organizational setting where the sponsoring organization assumes the risks and the ownership of the outcome.
Prerequisite: MGMT 226  3 Hours, 1 Semester

MGMT 388  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: MGMT 226  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: MGMT 226  3 Hours, 1 Semester

MGMT 416  THE LEADERSHIP EXPERIENCE
This is the capstone course for the minor concentration in Leadership. This course affords the student the opportunity to apply leadership concepts that were learned in other courses to solve problems and achieve specific objectives. Students will interact with designated administrators, alumni, or trustees in completing a semester long leadership project.
Prerequisite: MGMT 225  3 Hours, 1 Semester
COURSE DESCRIPTIONS

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.
Prerequisites: MGMT 226 and HRM 213 3 Hours, 1 Semester

MGMT 482 MANAGEMENT SEMINAR
The Management Seminar is the capstone course for a specialization 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

MGMT 485 STRATEGIC MANAGEMENT
An interdisciplinary capstone course for business administration majors that is designed to integrate divergent but relevant business issues, interrelationships, and corporate and managerial agendas. Various stakeholders are identified and studied. Requires case analysis and an end-of-semester project dealing with a major strategic analysis and presentation of a Fortune 500 corporation.
Prerequisite: MGMT 365 3 Hours, 1 Semester

Marketing

MKTG 202 PRINCIPLES OF MARKETING
A comprehensive introduction to the various facets of marketing in current business applications. Topics include product development, pricing, distribution channels, and promotion; as well as the environments in which marketers work in the United States and in other markets.
Prerequisite: MGMT 100 3 Hours, 1 Semester

MKTG 361 CONSUMER MARKETING
Examination of the consumer marketing process. This includes analysis and planning of consumer product marketing programs tied in with investigation of consumer decision making and buying patterns. Includes written case analyses.
Prerequisite: MKTG-202 and ECON 221 or ECON 222 3 Hours, 1 Semester

MKTG 433 MARKET RESEARCH
A study of the application of research techniques in market analysis. Student teams design, conduct, and report a research project, including problem definition, questionnaire design, data collection, data analysis, documentation, and presentation of findings.
Prerequisite: MATH 215 and MKTG 361 or MKTG 362 3 Hours, 1 Semester

MKTG 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.
Prerequisite: MKTG 361 or MKTG 362 3 Hours, 1 Semester

MKTG 435 MARKETING COMMUNICATIONS
A course focusing on advertising, sales promotion, and direct marketing while integrating all aspects of the marketing process. Topics include planning and execution of promotional programs, strategy development, product targeting and positioning. Orientation reflects the managerial or “client” side of business rather than the “creative” or message development side.
Prerequisite: MKTG 361 or MKTG 362 3 Hours, 1 Semester

MKTG 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.
Prerequisite: MKTG 361 or MKTG 362 3 Hours, 1 Semester

MKTG 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.
Prerequisite: MKTG 433 or MKTG 434 and MKTG 435 and Marketing Specialization 3 Hours, 1 Semester

Mathematics

MATH 090 REVIEW MATHEMATICS
Designed for students with less than three years of high school mathematics. Topics to be covered include basic algebra, graphing techniques, and properties of numbers. Successful completion of MATH 090 or its equivalent is required for entrance into MATH 117.
Prerequisite: Two years of high school mathematics 3 Hours, 1 Semester

(Credits awarded for this course are in addition to the minimum graduation requirement.)
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: MATH 090, its equivalent, or three years of high school mathematics  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 including precalculus  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.
Prerequisites: 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.
Prerequisite: MATH 191  3 Hours, 1 Semester

MATH 349  DIFFERENTIAL EQUATIONS
Topics covered are first-order differential equations, linear first-order equations, exact equations, second- and higher-order differential linear equations, first-order linear systems of differential equations, and Laplace transforms.
Prerequisite: MATH 229  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.
Prerequisite: MATH 191  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.
Prerequisites: MATH 191  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.
Prerequisites: MATH 191 and 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.
Prerequisite: MATH 191  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 permutation groups, homomorphisms, Cayley’s theorem, quotient groups and rings.
Prerequisite: MATH 191  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, number theory, interest theory, actuarial exam preparation, and regression analysis. There are other topics that will be considered depending on student need and interest.
Prerequisites: Will vary depending on the content of the course
3 Hours, 1 Semester

Music

MUS 261  FUNDAMENTALS OF MUSIC
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. Student 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 music from the late 17th century to the latter half of the 19th century. Musical elements, structures, and instruments are examined in the baroque, classical, and romantic periods.
3 Hours, 1 Semester

MUS 263  MUSIC APPRECIATION II
This course traces the development of music from the end of the 19th century to the present time. Musical elements, instruments, and structures are examined in the context of the post-romantic, impressionistic, modern and contemporary eras. The evolution of American jazz and popular music is also discussed.
3 Hours, 1 Semester

MUS 264  POPULAR MUSIC IN AMERICA
This course will study popular music in America from 1900 to 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 first half of the twentieth century influenced the popular music of today through lecture and live demonstrations by guest musicians.
3 Hours, 1 Semester

MUS 266  COUNTRY, SOUL AND ROCK & ROLL
This course will trace the development of popular music from vinyl to MP3. We will look at musicians, business people and engineers, and how the art, the technology, and the commerce have affected each other. We will pay special attention to recent changes in how music is recorded and how it is sold.
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

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 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

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 315  BUSINESS, GOVERNMENT, AND REGULATION
This course focuses on the interplay between business activities and their relationships with society and governmental institutions.
Prerequisites: ECON 221 or ECON 222 and MGMT 226 or MKTG 202
3 Hours, 1 Semester

Psychology

PSY 151  GENERAL PSYCHOLOGY
In this overview course, students will learn and understand 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 275 EDUCATIONAL PSYCHOLOGY
The application of psychological principles to learning and teaching. Topics include adolescent growth and development, intelligence, motivation, principles of learning, measurement and evaluation.
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 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.
Prerequisites: Successful completion of MATH 117 or higher

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.
Prerequisites: PSY 151 3 Hours, 1 Semester

PSY 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 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 oral 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

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 Internship Review Committee (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 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 Internship Review Committee, and interested students. It is required for students participating in the Washington Internship Program. 
3 Hours, 1 Semester

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-taught by three faculty members, 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
SEM 439  SENIOR PROFESSIONAL DEVELOPMENT SEMINAR
This course covers topics such as developing a job search strategy, how to connect with recruiters, the skill of negotiating salary, and how to use the student portfolio in an interview. Students explore their options for recruiting and begin looking at their transition to the workplace. Students also participate in a series of programs led by recruiters, area business leaders, and alumni. The portfolio is expanded and readied to be used in the interview process.
1 Hour, 1 Semester

SOCIOLOGY

SOC 107  CULTURAL ANTHROPOLOGY
This course describes and analyzes cultures around the world. Ways of life through which human groups have adapted are examined.
3 Hours, 1 Semester

SOC 145  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.
3 Hours, 1 Semester

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 165  SOCIOLOGICAL PERSPECTIVES
Sociological Perspectives adopts a topical approach to the study of sociology, first providing an overview of the scientific methods used in the social sciences and then an in-depth analysis of some particular topic within the field. Multiple sections of this course are offered, each with its own distinct focus, but, whatever the specific topic, an underlying theme of critical thinking about social issues is central to the course. Each course will be divided into two parts: 30% of the course focuses on the foundations of sociological thinking, and is included in all sections; and the other 70% builds on that foundation with a focus on a particular topic within sociology. A student may take either SOC 165 or SOC 161 but not both.
3 Hours, 1 Semester

SOC 255  SEX, MARRIAGE, AND THE FAMILY
An analysis of courtship, marriage, and family life in contemporary America with special emphasis on such controversial subjects as premarital sexual relations, inter-religious and interracial marriage, birth control, the extended family, divorce, working mothers, and two-income families.
3 Hours, 1 Semester

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 games.
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 games.
3 Hours, 1 Semester

SPAN 290  CULTURE AND CIVILIZATION OF THE SPANISH-SPEAKING WORLD
This course provides an introduction to the culture and civilization of the Hispanic world. The first part of the course focuses on Mexico, Central America, the Antilles (Caribbean Islands) and South America. In addition to a general overview of the history and geography of these lands, the following cultural aspects are considered: art, literature, dance, foods, music, customs, traditions, and festivals. Initial focus is given to immigration issues facing the United States today and the cultural contributions offered by these peoples.
3 Hours, 1 Semester

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
COURSE DESCRIPTIONS

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.

Prerequisite: SMGT 251, SMGT 352
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, MKTG 202
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
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 397  SPORT PRACTICUM
The practicum is designed to provide students with the opportunity to gain first hand 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 8 - 10 hours per week (throughout the semester) in an industry setting of their choice.

Prerequisite: SMGT 251, SMGT 352
3 Hours, 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 251 AND LSB 227
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 461  FACILITY MANAGEMENT
An investigation of the functions of sport (arts and entertainment) managers in the design, operation, and financing of facilities. Students will examine the issues pertaining to management of public and private arenas, stadiums, theaters and multipurpose facilities. Management of temporary facilities for special events will also be considered.

Prerequisite: SMGT 251 or SMGT 352
3 Hours, 1 Semester

SMGT 462  SPORT COMMUNICATIONS
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: BCOM 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.

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.
Prerequisite: SMGT 352, SMGT 367, and SMGT 368  3 Hours, 1 Semester

Inactive Courses

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COURSE DESCRIPTIONS |
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M.O.L., Nichols College  

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M.A., Middlebury College

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M.A., University of Connecticut

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*Head Women’s Lacrosse Coach*  
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Ph.D., University of Alabama  
L.H.D. (hon.), Nathaniel Hawthorne College  
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M.A., Washington University, St. Louis  
Ph.D., University of Wisconsin, Madison  
Visiting Fellow and Member, Lucy Cavendish College, Cambridge University, UK  
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M.A., Assumption College  
J.D., Western New England College

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M.A., Ph.D., Lehigh University  
D. S.B.A. (hon.), Nichols College

Kurt Durschmidt  
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M.A., Andrews University  
M.A., Ph.D., Syracuse University
New England Association of Schools and Colleges:

NICHOLS COLLEGE is accredited by the New England Association of Schools and Colleges, Inc., a non-governmental, nationally recognized organization whose affiliated institutions include elementary schools through collegiate institutions offering post-graduate instruction.

Accreditation of an institution by the New England Association indicates that it meets or exceeds criteria for the assessment of institutional quality periodically applied through a peer group review process. An accredited school or college is one which has available the necessary resources to achieve its stated purposes through appropriate educational programs, is substantially doing so, and gives reasonable evidence that it will continue to do so in the foreseeable future. Institutional integrity is also addressed through accreditation.

Accreditation by the New England Association is not partial but applies to the institution as a whole. As such, it is not a guarantee of the quality of every course or program offered, or the competence of individual graduates. Rather, it provides reasonable assurance about the quality of opportunities available to students who attend the institution.

Inquiries regarding the status of an institution’s accreditation by the New England Association should be directed to the administrative staff of the school or college. Individuals may also contact the Association at: Commission on Institutions of Higher Education, New England Association of Schools and Colleges; 209 Burlington Road; Bedford, Massachusetts 01730; 617-271-0022.

International Assembly for Collegiate Business Education:

NICHOLS COLLEGE, through its departments of Business Management and Accounting, Finance, and Management Information Systems, has the following degree programs accredited by the International Assembly for Collegiate Business Education: Masters of Business Administration, Bachelor of Science in Business Administration, and Associate of Business Administration.
DUDLEY CAMPUS

NICHOLS COLLEGE
PO Box 5000
Dudley, Massachusetts 01571
(800) 243-3844

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 light at Oxford Center (Cumberland Farms on right). Follow straight past light for 0.8 miles and take a left onto Dudley Road. (Stand on right) Follow this road for 3.7 miles until you come to a fork (you will see water on the right). Bear right at the fork and continue for 2 miles through two stop signs, then straight onto the Nichols campus.

From the South:
Take I-395 North to Exit 2, (Webster) and turn left off ramp. Go straight through the first set of traffic lights. Follow Route 12 South through Webster Center. (Route 12 will turn left at the Webster Credit Union). After the railroad tracks, continue straight into Dudley on Routes 12/197. At the set of lights just after Rite Aid, go straight on Route 197. Go straight at lights at Fire Station. Turn right at next set of lights (Cumberland Farms on right) onto Airport Road. Follow Airport Road to the Dudley Hill Golf Course. Bear right and take the first left onto Center Road, then straight onto the Nichols campus.

From the East & West:
Take the Mass Pike to Exit 10 in Auburn and get on 395 South. Follow directions from * at left.

Once on Campus:
Academy Hall: The office for the Department of Graduate and Professional Studies is located in room 201 of this building. Summer evening classes are held in this building.
Davis Hall: Fall and Spring evening classes are held in this building.
Alumni Hall: This is where the bookstore, snack bar and post office are located.
**AUBURN LOCATION**

**Auburn High School**  
99 Auburn St.  
Auburn, MA 01501-2423

**From the South:**  
• Take Route I-395/I-290 to Exit 9 (Swanson Road)  
• Right at end of ramp then left at the lights on to Southbridge Street.  
• At the next light, take left on to Auburn Street.  
• High School on left (opposite McDonald’s).  
• Take second entrance to High School leading to the back of the building.  
• Enter Auburn High School through the back entrance.

**From the North:**  
• Take Route I-290 to Exit 9 (Auburn Street)  
• Then take left at the light at the bottom of ramp.  
• Go under expressway (I-290)  
• High school on the right (opposite McDonald’s)  
• Take first entrance to High School leading to the back of the building.  
• Enter Auburn High School through the back entrance.

**From the East or West:**  
• Mass Pike (I-90) to Exit 10 (Auburn)  
• After the tolls take I-290 East to Exit 9 (Swanson Road)  
• Right at end of ramp then left at the lights on to Southbridge Street.  
• At the next light, take left on to Auburn Street.  
• High School on left (opposite McDonald’s).  
• Take second entrance to High School leading to the back of the building.  
• Enter Auburn High School through the back entrance.

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**WORCESTER LOCATION**

**Mass College of Pharmacy (MCPHS)**  
25 Foster Street  
Worcester, MA 01608-1715

**From the West & East:**  
Take the Mass Pike (Interstate 90) to exit 10, Auburn  
Follow signs to Worcester via Interstate 290 East  
Take Exit 16 off I-290 to Central Street, downtown Worcester  
Follow East Central Street to Major Taylor Boulevard  
Turn left onto Major Taylor Boulevard  
Turn right onto Foster Street

**From the North:**  
Route 93 to 495, then Route 290, or Route 3 to 495 to Route 290.  
Follow the directions above from there.  
Campus building is on the corner of Foster and Norwich Street on the left. Parking is available at the Bank of America parking lot at Waldo and Norwich Street, Dwight Foster Lot on Waldo Street and at the Worcester Common Outlets Parking Garage at the Commercial Street entrance.