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 2013-2015 Nichols College Catalog will remain in effect until June 30, 2015. 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
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Catalog of Nichols College
July 2013
Volume XLVI
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Dear Student,

Within a supportive community, Nichols College transforms today’s students into tomorrow’s leaders through a dynamic, career-focused business and professional education. This mission guides all of our efforts and ensures that our students benefit from a range of curricular and co-curricular opportunities that give them a distinct advantage in the workplace. Our faculty, many of whom are former business leaders, executives and owners, bring a unique perspective to the classroom and continually work to develop teaching methods that promote a meaningful educational experience. Programs such as the Professional Development Seminar, a four-year series of one-credit courses designed to enhance the professional and personal development of students beyond academics, have become the cornerstone of a Nichols education.

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

The College boasts more than 13,000 alumni and countless success stories of our graduates putting their Nichols degrees to productive use. On average, more than 90 percent of our graduates secure jobs or are in a graduate program within six months of graduation. Employers report that our students are well prepared for the world of work and effectively present themselves. We are also especially proud of the fact that four in ten Nichols alumni become a president, CEO or business owner.

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

Sincerely,

Susan West Engelkemeyer, Ph.D.
Nichols College Mission Statement
Within a supportive community, Nichols College transforms today’s students into tomorrow’s leaders through a dynamic, career-focused business and professional education.

To support its mission, Nichols College

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

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

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

Each educational goal is supported by learning outcomes that clarify what the Nichols student will accomplish as evidence of success. These outcomes have been identified by business leaders as vital for the success of their employees. The College will engage in a continuous process of assessing student learning outcomes as they relate to related educational goals. Assessment results will allow us to improve our curriculum and pedagogy on an ongoing basis.

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

II. Critical Thinking & Quantitative Analysis
Utilize qualitative and quantitative problem-solving skills to analyze and interpret information.

III. Ethics & Personal Accountability
Recognize and assess questions of right and wrong and demonstrate a willingness to act responsibly in personal and professional life.

IV. Civic & Social Engagement
Articulate an understanding and appreciation of cultural and human differences, acknowledging the interconnectedness of a global society and one’s social and civic responsibility to the community, the nation and the world.

V. Leadership & Teamwork
Work effectively and collaboratively in a group, assume leadership when appropriate, and support leadership in others.
DEGREE OPTIONS
Nichols offers two undergraduate degrees—the Bachelor of Science in Business Administration and the Bachelor of Arts.

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

**Business Administration (BSBA)**
- Accounting
- Business Communication
- Criminal Justice Management
- Economics
- Finance
- General Business
- Hospitality Management
- Human Resource Management
- International Business
- Management
- Marketing
- Sport Management

**Liberal Arts (BA)**
- Economics
- English
- History
- Mathematics
- Psychology

**Educator Preparation**
- English
- General Business
- History
- Mathematics

**MEMBERSHIPS**
- American College Health Association (ACHA)
- Association of Governing Boards (AGB)
- Association of Independent Colleges and Universities in Massachusetts (AICUM)
- Council for Advancement and Support of Education (CASE)
- Higher Education Consortium of Central Massachusetts (HECCMA)
- International Assembly of Collegiate Business Education (IACBE)
- National Association of Independent Colleges and Universities (NAICU)

National Collegiate Athletic Association (NCAA)
New England Association of Schools and Colleges (NEASC)
The Association to Advance Collegiate Schools of Business (AACSB)
The College Board
The Council of Independent Colleges (CIC)
The Tuition Exchange

HISTORICAL HIGHLIGHTS
1815 Nichols Academy was founded by Amasa Nichols, a wealthy Dudley industrialist. Early benefactors of the Academy included Samuel Slater, “the father of cotton manufacture in the United States,” who owned mills in the adjoining town of Webster; and Hezekiah Conant, another leading textile manufacturer. Nichols Academy closed in 1909.

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

1946 Nichols Junior College was reopened under James Conrad.

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

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

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

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

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

1980 Nichols established the Institute for American Values (renamed the Robert C. Fischer Policy and Cultural Institute in 1999) as a division of the College, providing a forum for the free exchange of ideas.
1998 Dr. Debra M. Townsley was named Nichols College’s sixth and first female, president.

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

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

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

2006 Nichols Student Government Association celebrated its 30th anniversary.

2007 The Fischer Institute celebrated its 25th anniversary.

2008 Nichols was given authority to grant the degree of Master of Organizational Leadership and the degree of Associate of Arts in General Studies.

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

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

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

2011 Susan West Engelkemeyer, Ph.D., was officially installed as the 7th president of Nichols College during an inauguration ceremony on October 21, 2011.

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

2013 The Institute for Women’s Leadership (IWL) was established with the mission of developing the leadership potential of the College’s female students and serving as a community resource.

COLLEGE RESOURCES

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

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

Students
Nichols College has a full-time undergraduate enrollment of approximately 1,100 students. Our student population is made up of students from 29 states and 10 countries. Roughly 15% of Nichols students come from underrepresented backgrounds (6% identify as African American, 6% are Hispanic, and 2% identify as multi-racial). Currently, 80% of all Nichols College students and 90% of new students live on campus.

The College is experiencing an upswing in student persistence. In Fall 2013, 69.2% of the Fall 2012 starting cohort returned for a second year. This is the highest retention rate in 9 years and the third highest on record at the College.

The College tracks retention rates each semester and graduation rates annually. These success measures are reported, as required, to the federal government via the IPEDs annual report. The College also reports retention rates, as well as applicable student response data, such as the National Survey of Student Engagement (NSSE) and our own internally developed student satisfaction survey (CLASS), on the College website.

Cultural Life
The Robert C. Fischer Policy and Cultural Institute, located in the Fels Student Center, develops and administers the Nichols College Cultural Enrichment Program, Study Abroad, and course-related travel programs. These programs forward the mission of Nichols business and liberal arts faculty to develop students. The Fischer Institute provides a way for students to connect to the world through national and international programs that bring students together with leaders in business, government, and society. The Institute also sponsors events in the arts and sciences to enhance the richness of a Nichols education. Students are asked to think critically about contemporary issues and ideas through Fischer Institute-sponsored events. The Fischer Institute offers opportunities for students to meet with invited guests.

Study Abroad allows qualified students to study outside of the U.S. in their pursuit of international learning. Qualified students may also attend internship programs through the Washington Center in Washington, D.C. Students with a GPA of 3.0 or higher with strong faculty recommendations may apply for either of these programs for one semester. These competitive programs require advance planning to find a program that fits into a student’s individual schedule, academic requirements, and program goals. Students should be aware that there may be additional costs associated with educational or course-related travel programs.

The Campus
Nichols College is located in south-central Massachusetts, in the town of Dudley, a rural New England community. The main road through campus follows the crest of a ridge overlooking picturesque valleys and hills in all directions. The campus includes close to 200 acres of land.
Major Buildings
Currently Nichols College owns and maintains 32 buildings and structures including administrative/academic buildings, residence halls, and student life buildings. The gross square footage for these buildings totals 464,094. The oldest building on campus, the Guest House, dates back to 1792. The most recent addition is the Fels Student Center which opened in 2012.

Academy Hall 1881  Academy Hall houses Graduate and Professional Studies, the Registrar’s Office, the Office for Learning Services, First-Year Academic Advising, and eight classrooms.

Admissions Center 1965  A former residence, this structure houses the Admissions Office and the Office of Financial Assistance.

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, an indoor climbing wall, and four varsity locker rooms.

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

Chalmers Field House 1965  The multipurpose Chalmers Field House contains three levels and a clear span of 120’x120’x35’. It has 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), an aerobics/dance workout room, an 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. It is a place for meditation and community gathering. The lower level of the Chapel is home to a classroom tailored for art and music classes.

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

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

The Currier Center 1890  Located on the College Green, this building once housed a public school house, and later the College’s infirmary. In 1996, Fredrick P. Currier, founder of the Market Opinion Research of Detroit, Michigan, provided a gift to renovate the structure. In 2013 the building was completely renovated to house the Academic Resource Center.

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

Fels Student Center 2012  The Fels Student Center opened in the fall of 2012. It is the newest building on campus. Situated in the heart of campus, the Fels Student Center offers alternative dining options for students, including grab & go meals in the student lounge and coffee house items in the café; the campus bookstore and post office; the Center for Student Involvement; the Fischer Institute; radio station WNRC-LP 97.5 FM; three seminar rooms; a state-of-the-art trading room; and various administrative offices and conference rooms.

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

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

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

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

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

Center Hall 2007  Center Hall was built in the summer of 2007 and sits between Remillard and Budleigh Halls. Center Hall is a single story, single gender facility. The building has a large common room with television. Center Hall features double and triple occupancy rooms with easy access to recreation facilities.
Copper Beech Apartments I & II 2008, 2009 The Copper Beech Apartments, located directly on Center Road, are two residence halls primarily available for upperclassmen. These facilities feature apartment style accommodations: each has a full kitchen, living area, and dining area. The apartments are configured to house either 4 or 6 students. Students who live in a 6-person apartment have 4 bedrooms and 2 baths; students living in 4-person apartments have 2 bedrooms and 1 bath. Copper Beech I has a staff office and a market available to all students. Copper Beech II houses common vending for all residents.

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

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

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

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

Shamie Hall 1991 Shamie Hall, the largest residence hall on campus, houses more than 330 students. All rooms have private bathrooms and individually controlled heating and cooling. Common lounges and study rooms are located on each of the three floors. There is a staff apartment on the third floor. And, there is a fitness facility on the first floor.

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

Outdoor Sport and Recreation Facilities

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

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

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

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

Off Campus

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

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

Whether catching a concert at the DCU Center, sampling restaurants on Shrewsbury Street, exploring the region’s many cultural offerings, watching a play at the Hanover Theater, or attending a Worcester Sharks (American Hockey League) game or a New England Surge (Continental Indoor Football League) game, the Greater Worcester area offers plenty of college town activity.

STATEMENTS OF POLICY

Drug-Free Campus and Workplace

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

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

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

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

Jury Duty Policy
According to the Office of the Jury Commissioner of the Commonwealth of 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 serve. These materials contain helpful information about confirming, postponing, rescheduling, or relocating service, and they address many of the most frequently asked questions. Jury duty is an important legal obligation, and those who fail to respond are subject to criminal prosecution.

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

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

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

Sexual 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 Residence Life and Judicial Affairs, Director of Health Services, or Dean of Students. Please refer to the Student Life Handbook on the College website for the full text of this policy.

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.

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

Students can also call the Nichols College “Snow Line” after 6:30 a.m. at 508-213-2452 to see if classes are cancelled for the day.
Nichols College regards each prospective student as an individual, considering each application as it is submitted throughout the academic year. Applications for full-time undergraduate students are accepted on a rolling basis and decisions are made when applications are complete. Students wishing to apply to Nichols under the Early Action policy are held to a December 1st deadline. Students applying after the Early Action deadline will be accepted on a rolling basis.

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

Interviews and Tours

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

To arrange a visit, students should call the Office of Admissions at 508-213-2203 or 1-800-470-3379 between 9 a.m. and 4:30 p.m. Alternatively, students may schedule a tour through the Nichols College homepage at www.nichols.edu. We will arrange a tour with one of our student ambassadors. If students have a special request to meet with a member of the faculty, athletic department, or to attend a class, we will do our best to arrange it.

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

Admissions Profile

Admissions candidacy requires that every applicant either be a high school graduate or have earned a high school equivalency diploma (GED). Home-schooled students must demonstrate successful completion of a secondary school education in a home school setting and meet state requirements. As with all applicants, home-schooled students must take either the SAT or ACT test.

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

The recommended schedule of units for admission is as follows:

English..................................................................................4 units

College Preparatory Mathematics

Business Administration candidates ....................................3 units
Recommended courses: Algebra I, Geometry, Algebra II, Advanced Mathematics, or their equivalents

Liberal Arts candidates......................................................2 units
Recommended courses: Algebra I and Geometry or Algebra II

Social Science.....................................................................2 units
Laboratory Science..............................................................2 units
Academic Electives..............................................................5 units

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

Application Process

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

1. A completed application form must be filed with the Office of Admissions. 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 Admissions
   Nichols College
   P.O. Box 5000
   Dudley, MA 01571-5000
   or submit your application online through our website, www.nichols.edu
   or apply via the Common Application at www.commonapp.org

2. Have secondary school transcript sent directly to the College. 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. Home-schooled students should submit a self-certified transcript.
3. Submit a copy of test scores from either the Scholastic Aptitude Test (SAT) of the College Entrance Examination Board or the American College Test (ACT) of the American College Testing Program. Applicants should take these tests early in the senior year or in the spring or summer of the junior year of high school. In order to have test scores sent directly to Nichols College, enter our code as 3666 for SAT tests, or 1878 for ACT tests.

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 transfer credit will be sought. Upon admission to Nichols College, copies of the transfer student’s transcript will be sent to the Registrar’s Office for evaluation. The Registrar will send the student notification of credits accepted for transfer.

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

1. Courses taken at regionally accredited higher education institutions where a grade of C or higher was earned will be accepted for transfer credit, provided the course or courses are similar to a course or courses offered at Nichols College and are applicable to a Nichols College degree program.

2. The maximum number of credit-hours allowed for transfer from regionally accredited higher education institutions is 90 credit hours.

3. Only six credit-hours are permitted for transfer credit toward junior/senior specialization requirements.

4. Only three credit-hours are permitted for transfer credit toward minor requirements.

5. All students (including transfer students) must take at least 30 credit-hours — immediately preceding graduation — at Nichols College and complete all degree requirements. 30 of the final 36 credit-hours must be taken at Nichols College.

6. Nichols College evaluates non-traditional credit on the basis of recommendations made by the Council for Higher Education Accreditation (CHEA) and must be American Council on Education (ACE) approved.

7. Students enrolled at Nichols College must receive approval from the Registrar before registering for course(s) for credit to be taken at another institution for transfer to Nichols College.

8. Mathematics and Accounting courses must be taken within the ten years prior to enrollment to qualify for transfer credit.

9. Computer courses must be taken within the five years prior to enrollment.

10. A maximum of 30 credit-hours may be transferred into any Nichols College program from DANTES or CLEP.

11. In order to be eligible for commencement honors, a student must earn at least 60 credit-hours at Nichols College and must achieve a cumulative grade point average of 3.20.

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

International Students
Applicants from foreign countries are expected to meet the same minimal educational background as that of students educated in the United States. To study at Nichols, proficiency in English must be documented. This requirement may be met a number of ways: by achieving scores of at least 550 (paper-based test) or 80 (internet-based test) on the Test of English as a Foreign Language (TOEFL); or through study at an approved English language school; or 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 the Educational Testing Service, Princeton, New Jersey 08540 USA.

International students must submit the same information to Nichols as domestic students in order for their applications for admission to be complete. 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 originals are not in English.

When all of the above information has been received, the International Counselor will consider an application for admission. Once admitted, international students must submit the following for an I-20 to be issued: a $4,500.00 deposit and an Affidavit of Financial Support with official certification from their bank. The I-20 cannot be issued without these two items. Nichols College 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 Aid if you meet all of the following requirements:

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

If you meet these requirements, obtain and complete a Free Application for Federal Student Aid. This form can be acquired at www.fafsa.ed.gov.

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

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

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

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

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

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

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

Acceptance and Confirmation Procedure for Day Students
All applicants, except international students (see International Students section), are required to forward a 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 1st are required to immediately pay all charges normally due on or before August 1st.
FINANCIAL REGULATIONS

UNDERGRADUATE DAY DIVISION

Tuition and Fees
Fall 2013 - Spring 2014 Per Year. Effective Date: May 13, 2013

Tuition ........................................................................ $32,070
SGA Fee ................................................................. $300
Standard Room* ....................................................... $6,300
Standard Meal Plan* .............................................. $5,150
Copper Beech Apt.* ................................................ $7,850
Copper Beech Meal Plan* ...................................... $3,605

Undergraduate courses and internships taken during the Summer semesters are not covered by Fall and Spring semester tuition. Undergraduate courses and internships taken during the Summer semester of 2013 will be charged at a rate of $300 per credit. Graduate courses excluding courses GSB-502 through GSB-507 will be charged at a rate of $600 per credit. Graduate courses GSB-502 through GSB-507 will be charged at a rate of $300 per credit.

*RResident 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 0.16 of the full time day semester rate per credit hour (the 2013-2014 overload rate is $1,069 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.

Deposits and Fees
Audit Fee  Students wishing to audit a course will pay the full course tuition.

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

Graduation Fee  A $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.

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

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

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

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

Parking Fee  A $125 parking fee will be assessed each 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 Government Association (SGA) 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.

Tuition Deposit (New Students)  A tuition deposit of $250 is required. (See Admission Policies and Procedures/Acceptance and Confirmation Procedure for Day Students for refund regulations.)
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. Health insurance is state mandated and is subject to state regulation changes at all times.

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

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

The policy information and rates are posted online.

Payment Schedule
The Fall semester charges are typically due at the beginning of 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, personal checks, bank checks and cash.

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

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

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

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

Day students (full-time and part-time) who elect to leave Nichols College for reasons other than graduation MUST officially withdraw from the institution. This policy applies to all full-time day students (resident and commuter) who are withdrawing completely from Nichols College.

• 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 one of the following departments to complete the withdrawal paperwork: Business Office, Student Services, Residence Life, Registrar, or Academic Advising.
• A withdrawal is considered to be effective as of the date of last academic attendance at Nichols College.
• Students who withdraw from the College prior to the completion of a semester must do so by the last day of classes for that semester.
  • Students 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 entire withdrawal and refund policy. Questions regarding the financial impact of the withdrawal should be directed to the Business Office and the Office of Financial Assistance. It is STRONGLY suggested that students visit or speak with the Business Office PRIOR to withdrawing from Nichols College.

Graduate and Professional Studies Students
The tuition refund percentages also apply to any Graduate and Professional Studies (GPS) student who is enrolled in a Day Division course. Check with the Office of Financial Assistance for specific Financial Aid details.

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

• Any adjustments to the 24-hour policy must be approved in advance by the Director of Residence Life.
• Students will be fined for failure to return their keys.
• To avoid cleaning and/or damage charges, students should clean their rooms and return rooms to the same condition rooms were in when students moved into them.
• Students may be assessed a fee if any personal belongings are left in their rooms after their departure. Belongings left behind may be discarded.

Please note that it may take 30-60 days for the final miscellaneous charges (damage billing, parking tickets, disciplinary fines, etc.) to be added to the account.

• Students who withdraw with an effective date in December or fail to remove their belongings from the Residence Halls in a timely manner may have the final damage charges added to the account in the month of February.
Application of Refund Policies

• After the withdrawal, Nichols College will complete calculations for refunding Institutional Charges and Financial Aid and complete a financial audit on the account. These calculations may take up to 45-60 days to complete.

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

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

• The withdrawal form is available through the Nichols College portal. The form is also available from all departments that may facilitate a withdrawal (see bullet under “Withdrawal Procedures and Policies”).

Withdrawal Policy and Refund Schedule

Federal & State Financial Aid

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

• Nichols College is required to return funds to the appropriate Federal, State, Institutional, local and/or loan agencies upon a student’s withdrawal 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. 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 Direct Stafford Loans (other than PLUS loans)
  • Subsidized Direct Stafford Loans
  • Federal Perkins 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
  • Federal TEACH Grants for which a return is required
  • Iraq Afghanistan Service Grant for which a return is required

• If the student is a first-time, first-year undergraduate student who withdraws within the first 30 days of the term, then that student may not be eligible to receive specific Financial Aid awards. In other words, 100% of the estimated Financial Aid may need to be returned. Please contact the Office for Financial Assistance for specifics.

• Students and parents who do not complete all required processes for Federal/State Financial aid PRIOR to the withdrawal may not be eligible to receive any Federal/State Financial Aid (100% loss of Federal/State Financial Aid). Processes include but are not limited to: supplying verification documents, completing the Stafford loan entrance counseling online form, signing the Stafford Loan promissory note, and signing the Parent PLUS promissory note.
### Institutional Charges and Institutional Financial Aid

<table>
<thead>
<tr>
<th>Date of last academic attendance based on number of class days</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 % Kept</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 – 5</td>
<td>100%</td>
<td>100% *</td>
<td>100%*</td>
<td>100%</td>
<td>Tuition Deposit is Forfeited Housing Deposit is Forfeited</td>
<td>0%</td>
</tr>
<tr>
<td>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 Deposit is Forfeited.</td>
<td>20%</td>
</tr>
<tr>
<td>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 Deposit is Forfeited.</td>
<td>40%</td>
</tr>
<tr>
<td>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 Deposit is Forfeited.</td>
<td>60%</td>
</tr>
<tr>
<td>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 Deposit remains as a credit on account.</td>
<td>80%</td>
</tr>
<tr>
<td>After 30 class days</td>
<td>None</td>
<td>None</td>
<td>None</td>
<td>None</td>
<td>Housing Deposit Remains as a credit on student account. Tuition Deposit remains as a credit on account.</td>
<td>100%</td>
</tr>
</tbody>
</table>

*Note: For withdrawals during the first 5 class days, the meal plan amount will be fully refunded with the exception of any monies spent on Bison Bucks. The total Bison Bucks monies spent will be added as a charge to the student account. If the date of notification of the withdrawal is more than 24-hours later than the date of the last academic attendance, then Nichols College reserves the right to charge additional room and/or board fees for the additional days.

### Miscellaneous Sources of Payment
Miscellaneous sources of payment are considered to be payments that do not fit into the Institutional Aid,

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

### Refund Checks Due to Excess Financial Aid
Monies are considered to be applied to the student account as follows (regardless of the date in which the monies are received):

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

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

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

### General Policy

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

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

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

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

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

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

Financial Resources

Monthly Payment Plan Nichols College offers a monthly tuition payment plan through Tuition Management Systems (TMS). Monthly payment plans help to stretch a student’s remaining balance over time. See www.afford.com or the College portal for contact information.

ROTC Scholarships The Army ROTC Scholarship is designed to offer Financial Aid 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.

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

FINANCIAL AID

Financial aid is available to eligible undergraduate and graduate students enrolled in day, evening, accelerated, or online programs. Students must be accepted for admission and be attending at least half-time for most forms of Financial Aid. For timely Financial Aid information, please visit the Office of Financial Assistance homepage at www.nichols.edu.

The Financial Aid Application Process

The first step in determining eligibility for Financial Aid is to complete the Free Application for Federal Student Aid, better known as the FAFSA. Students may apply online at www.fafsa.gov. Before completing the FAFSA online, students must obtain a federal 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 aid file called an Institutional Student Information Record (ISIR). It takes approximately one to three weeks after FAFSA submission for the College to receive the ISIR. The College will use the ISIR to prepare students’ Financial Aid awards.

The Financial Aid Award

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

Application Deadlines

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

Other Requirements

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

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

NICHOLS COLLEGE-FUNDED STUDENT AID PROGRAMS

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

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

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

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

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

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

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

Nichols 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 Assistance.

Nichols Other Grant Programs The following grants are not based on academic achievement. They are designed to assist in meeting some of a student’s unmet financial need:

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

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Restricted and Endowed Scholarships*

Restricted and endowed scholarships are subject to change.

*Award amounts are based on the availability of funds and interest earned on funds.

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

John F. Birch Jr. ’73 Memorial Scholarship The John F. Birch Jr. Memorial Scholarship was created by the parents and estate of the late John F. Birch, class of 1973. The scholarship is awarded to a student specializing in Accounting and entering the senior year with proven academic excellence and financial need. Selection is determined by a committee made up of members of the Accounting program.

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

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

Class of 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 Assistance.

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

Class of ’63 Endowed Scholarship The Class of ’63 Endowed Scholarship is intended to reward and encourage the continued growth and potential of a student who demonstrates financial need and plans to graduate from Nichols College. The scholarship is awarded to a rising sophomore or a rising junior who has demonstrated financial need and who maintains a GPA of 3.0 or better. Preference is given to students who are active in the Nichols College community, which shall include positive civic activities in the Greater Dudley/Webster/Southbridge area.

Special consideration is given students who have been honorably discharged from any of the five United States Military Armed Services.

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

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

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

Peter B. Dixon Scholarship This scholarship is awarded to a worthy student or students at Nichols College who have financial need, with preference given to a student from Christian Brothers Academy of Lincroft, N.J. Should there be no student from Christian Brothers Academy in any given year, the scholarship may be designated to a worthy student with financial need at the discretion of the Director of Financial Assistance.

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

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

Fels Commuter Scholarship for Webster and Dudley Residents Gerald Fels ’66 and his wife, Marilyn Fels, generously offer a $5,000 scholarship to Dudley and Webster residents who commute to Nichols College. The Fels Scholarship is renewable with a maximum value of $20,000. To be considered, students must be accepted to the College and file a FAFSA application for Financial Aid.
Joan Fels Endowed Scholarships  Several scholarships are donated by Marilyn and Gerald Fels in memory of his mother, Mrs. Joan Fels. The scholarship supports several graduating high school seniors from Bartlett, Shepherd Hill, or other area high schools. The student must be a permanent resident of Webster or Dudley. The student must attend full-time in the day division, demonstrate financial need, and commute in the first year. The scholarship is renewable yearly for an additional three years, provided the student maintains a 2.5 GPA and continues to demonstrate financial need.

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

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

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

James C. Gahan IV Endowed Scholarship  This scholarship is in memory of Nichols student James C. Gahan IV. The recipient must be a junior or senior with at least 60 hours of coursework completed. The student must concentrate or specialize 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 will not 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 Assistance to a qualified student or students with demonstrated financial need.

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 Assistance.

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

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

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

Robert B. Kuppenheimer Scholarship  This scholarship is awarded to eight worthy students who reside west of the Mississippi River and who receive solid recommendations from their guidance counselors. Each recipient will receive $5,000 per year toward the cost of tuition.

Massachusetts Association of Public Accountants  This scholarship is given to a student of high academic achievement who specializes in Accounting. Selection is made by the Accounting program chairperson. The recipient is honored at the Spring awards banquet. The award is usually $1,000 and is not renewable.

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

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

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

Daniel Van Leuven Memorial Scholarship for Education  This annual award from the Daniel Van Leuven Memorial Scholarship Fund is used to help a second-semester junior enrolled in the Educator Preparation Program. This award is based on financial need, academic achievement, and overall contribution to the Nichols community.
James D. Wagner ’59 Endowed Scholarship  This scholarship is awarded to a male student who has been professionally diagnosed and documented with dyslexia, demonstrates financial need, and has intention to complete a bachelor’s degree from Nichols College. The scholarship is renewable throughout the student’s undergraduate education at Nichols College.

Wenk Scholarship  Established by Norman Wenk ’42, this scholarship is given to a resident of Mattituck, N.Y., who attends Nichols College. The recipient will receive $5,000 a year toward the cost of tuition.

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. Students must complete the FAFSA form in order to qualify for any federal aid. As with other campus programs, funding may be limited for certain programs, such as Federal SEOG and Federal Work-Study. Early application is advised. Students are encouraged to complete the FAFSA by March 1st each year to ensure maximum eligibility.

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

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

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

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

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

<table>
<thead>
<tr>
<th>Year In School</th>
<th>Subsidized/Unsubsidized Stafford</th>
<th>Additional Unsubsidized Stafford</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>$5,000</td>
</tr>
<tr>
<td>Graduate Students</td>
<td>$ -0-</td>
<td>$20,500</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.
Statement of Financial Aid Eligibility
To receive Financial Aid at Nichols College, a matriculated student must complete all Financial Aid application requirements, enroll at least half-time; and maintain satisfactory academic progress.

Enrollment Status A student’s enrollment status may affect the type and amount of Financial Aid for which he or she qualifies. The chart below shows the credits needed per semester for each status:

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

Satisfactory Academic Progress
Recipients of federal Financial Aid, including most loan programs, must make satisfactory academic progress toward their degree. Both attempted credits (quantitative) and cumulative grade-point average (qualitative) factor into satisfactory academic progress. Students are reviewed for progress at the end of the Spring semester.

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

<table>
<thead>
<tr>
<th>Credit-Hours Attempted</th>
<th>Cumulative GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-30</td>
<td>1.50</td>
</tr>
<tr>
<td>31-56</td>
<td>1.75</td>
</tr>
<tr>
<td>57 or more</td>
<td>2.00</td>
</tr>
</tbody>
</table>

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

Quantitative Measures of Satisfactory Academic Progress
In addition to qualitative standards as outlined above, students must progress through their programs in a timely manner (not to exceed 150% of the published length of the academic program and/or 180 attempted credits). Undergraduate full-time day, part-time day, undergraduate evening and graduate students must successfully complete 70% of all credits attempted at Nichols College. Academic progress will be reviewed annually following the Spring semester.

Financial Aid Suspension
- When students are on Financial Aid Suspension/Termination, they lose all eligibility for College, federal, and state aid, including student/parent loans.
- Reminder: There could be situations where students are in good academic standing but fail to meet the academic standard for Financial Aid eligibility.

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

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

Notification of Loss of Financial Aid The Office of Financial Assistance will send written notice to any Financial Aid recipients who do not meet minimum satisfactory progress standards. The notice will be addressed to students’ most current local address on file with the Office of Financial Assistance. It is the responsibility of each student to have a correct address on record at all times in the Office of Financial Assistance.

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, if the undue hardship is the cause of deficient academic performance.

Documentation of the circumstances should accompany the appeal, i.e., doctors 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 writing, and directed to the Director of Financial Assistance. Appeals may be mailed or faxed to (508) 213-2118.

Reinstatement of Lost Financial Aid Once a student regains satisfactory academic standing, or prevails upon appeal, his/her Financial Aid shall be reinstated, where continued eligibility and funding permits. For purposes of receiving Financial Aid, good academic standing is defined as meeting both qualitative and quantitative measures of academic progress as outlined previously. Once a student’s aid is lost, it may be reallocated to other students and is not reserved for any student pending appeal decisions. If reinstatement of aid is warranted, the College will reinstate a student’s aid with any remaining resources for which the student is eligible. Be advised that some sources of Financial Aid, such as achievement scholarships, have a grade point average requirement for reinstatement (CGPA 2.0). The College cannot guarantee that a student’s aid package will be reinstated to match the previous amount awarded.
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 many 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, a literary magazine, the 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, an elected group of commuter students. Commuting students utilize the student lounges in the Fels Student Center. All facilities and activities are open to commuters.

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

ATHLETICS

NCAA Division III

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

<table>
<thead>
<tr>
<th>Men's Teams</th>
<th>Women's Teams</th>
<th>Club Sports</th>
</tr>
</thead>
<tbody>
<tr>
<td>Baseball</td>
<td>Basketball</td>
<td>Men's Rugby</td>
</tr>
<tr>
<td>Basketball</td>
<td>Cross Country</td>
<td>Racquetball</td>
</tr>
<tr>
<td>Cross Country</td>
<td>Field Hockey</td>
<td>Paintball</td>
</tr>
<tr>
<td>Football</td>
<td>Ice Hockey</td>
<td>Men's Ice Hockey</td>
</tr>
<tr>
<td>Golf</td>
<td>Lacrosse</td>
<td>Cheerleading</td>
</tr>
<tr>
<td>Ice Hockey</td>
<td>Soccer</td>
<td></td>
</tr>
<tr>
<td>Lacrosse</td>
<td>Softball</td>
<td></td>
</tr>
<tr>
<td>Soccer</td>
<td>Tennis</td>
<td></td>
</tr>
<tr>
<td>Tennis</td>
<td>Track</td>
<td></td>
</tr>
</tbody>
</table>

The Competition

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

Winter: The Bison compete in men’s and women’s basketball as well as in men’s and women’s ice hockey. The basketball teams both compete in the CCC and have produced a number of all-stars at the conference and regional levels. The men’s hockey team has produced several ECAC all-stars and has participated in the 2006, 2007, 2008, 2009, 2010, 2011, 2012, and 2013 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, track, and tennis for men; lacrosse, track, and softball for women. The baseball and softball teams travel to Florida for an early-season start during spring break before starting the CCC schedule. The men’s tennis team won the Conference Championship in 2000, 2001, 2012 and 2013.

Club Sports

Nichols College provides club sports for cheerleading, men’s rugby, racquetball, men’s ice hockey, and paintball. The men’s rugby club plays in the fall and spring against other traditional New England Rugby Union teams. The racquetball team competes at regional and national levels; the Bison were the National Men’s Team Champions in 1995, and the men and women combined placed fourth in the overall competition in the 1996 nationals. Cheerleading placed first in the New England Regional Cheering & Dance Competition in 2002, 2003, 2005, 2006, and 2007.
Intramural Sports
Intramural competition is spirited and includes teams from among 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, football, field hockey, soccer, and lacrosse teams practiced and competed on a brand new outdoor multi-purpose synthetic turf field complete with lights, press box, bleachers, and an all-weather eight-lane track. The field was dedicated in 2005 in honor of Coach Michael J. Vendetti. Dedicated in the fall of 1992, the Francis J. Robinson Jr. Tennis Courts are fully lighted. Fields for soccer, softball, and baseball complement the College's outdoor facilities.

The multipurpose Chalmers Field House contains three levels and a clear span of 120'x120'x35'. It has a basketball court, locker rooms, athletic offices, and equipment storage. Within the facility are several additional spaces: the Pak’s Den (weight training room), an aerobics/dance workout room, an athletic training facility, and a student lounge. 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.

CLUBS

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

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

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.

Marketing and Communications Club The Marketing and Communications Club attracts and integrates the interests of both specializations through educational and exciting trips to show members how their learning pertains to the worlds of marketing and communications. Through community-wide volunteerism once a semester, through fundraising, by hosting dinners, and by welcoming new members into Marketing National Honor Society, academic knowledge translates into real club experiences.

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

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

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

Men’s Ice Hockey Club This club is made up of players at a variety of skill levels who wish to improve their game-play through club level competitions with other colleges.

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

General Interest Clubs
Anime Fans Club The Anime Fans Club aims to entertain students with anime and manga.

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

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

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

Flag Football Flag Football is a student-run organization that allows any Nichols College student to compete in non-varsity setting against fellow Bison. Each team plays a full ten-game schedule.
International Club  The mission of the International Club is to embrace diversity and different cultures on and off campus. Since all students have different cultural or ethnic backgrounds, this club wants to embrace these differences with the hope of building a better community for everyone at Nichols.

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

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

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

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

ORGANIZATIONS

It is hoped that every student will develop an interest in co-curricular activities. Nichols is a relatively small college, so 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 their active participation in other campus activities. The primary aim of the organization is to stimulate student interest in academics and thereby improve the academic stature of the institution.

Athletic Society

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

Student Government

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 CAB President serves as a member of the Executive Advisory Board. CAB hosts over 100 programs a year.

Student Government Association (SGA)  The mission of the SGA is to serve as the voice of the student body. Led by the Executive Advisory Board—a team of ten students—the SGA addresses concerns, issues, and desires of not only the student body but the greater college community. The SGA is the funding body for student organizations on campus, sponsoring club trips, speakers, novelty events, and leadership programs. The SGA meets weekly in a town hall format open to all students and to the 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 yearbook 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.
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 is designed to assist and challenge students in developing the skills necessary for successful, independent learning. The ARC is a resource to support all Nichols College day students as they become stronger, more confident learners. Additionally, the ARC is a resource for faculty, offering a variety of in-class presentation topics.

All ARC tutors are Nichols College undergraduates who have been successful in their studies; they also receive extensive training toward national certification from the College Reading & Learning Association (CRLA). Through peer assistance, the ARC works to help Nichols students improve their skills and strengths for academic success. To that end, we offer individual, group and weekly tutoring, as well as review sessions and academic skills workshops.

Career Services
The Office of Career Services meets the career planning needs of Nichols students. Individual counseling appointments are available, tailored to each student. Appointment topics include internship and job search strategies, resume and cover letter writing, professional network development, and graduate school advising. Additionally, each year the Office of Career Services hosts dozens of corporations through the on-campus recruiting program and the Annual Career and Internship Fair. Career Services provides students with excellent resources such as Road to Success, which is a recruiting and job search software, and Optimal Resume, a web-based program that guides students step-by-step through the resume and professional letter-writing process.

College Success
College Success (COLL 001) is designed for students in academic difficulty and is required of students on Academic Probation and Academic Suspension Warning. Topics include time management, goal setting, study skills, note taking, test taking, learning styles, and wellness. There is a focus on individual academic advising.

Conant Library
Conant Library provides a welcoming environment for study, work, and collaboration. Conant Library enhances learning, teaching, and research by providing easy access to a wide range of print and online resources, including databases (containing full-text articles, company and industry information, and more) and over 85,000 full-text electronic books. There are 40 computer workstations, 2 scanners, 4 laser printers and one fax machine for student use. Each group-study room has a computer and 40” monitor for collaborative work. Students can borrow laptops, Kindles, tablets, and many current course textbooks. The service-oriented staff is friendly and knowledgeable, and works in partnership with faculty to help students develop the expertise and critical thinking skills necessary for academic success at Nichols and professional success beyond.

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

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

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

Residence Life
The Office of Residence Life serves the residential needs of Nichols students. Professional staff members are responsible for the overall maintenance and support of each of the residential communities. The Office works to provide an environment for students that is safe, secure, and supportive of the academic mission of Nichols College. Professional 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 Professional Development Seminar program was created so that the end of the college experience can be as promising as the beginning. The College recognizes a need to teach students the professional skills required in the workforce that are not included in the typical college curriculum. Ever mindful of trends in the workforce, faculty and staff continually assess the PDS program to ensure practical skills are cultivated while supporting the College mission to transform “…today’s students into tomorrow’s leaders through a dynamic, career-focused business and professional education.” The PDS program prepares each Nichols undergraduate student to achieve success in his/her professional life.

The PDS program is a sequence of four one-credit required courses designed to meet students’ unique developmental needs from the first-year experience through the senior experience. To demonstrate 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, students may contact Public Safety personnel 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 alcohol/drug awareness, security awareness and other programs related to college life. The Department of Public Safety and the Dudley Police Department work in a model Community Policing program and work hand-in-hand in several areas to provide services to Nichols College.

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

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

Student Involvement
The 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, Alternative Spring Break, community service, and leadership programs. The CSI is the hub of co-curricular enrichment efforts on campus. Student Involvement offers over 600 involvement opportunities.

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

Nichols College average student loan indebtedness for the graduating class of 2012 is $27,350. This includes federal Stafford and private student loans. Updates are posted on the College website.
GENERAL REGULATIONS

ADMINISTRATIVE REGULATIONS

Organization

Full authority in all matters pertaining to Nichols College rests with the Board of Trustees. This policy-making body holds formal meetings 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 by vested authority from the Board of Trustees.

Policies

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

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

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

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

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

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

STUDENT REGULATIONS

Automobile Policy

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

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

Identification Card

Each student is required to have an identification card made at the time of registration. Replacement of the I.D. card costs $25.00. Students are required to carry their identification cards when on campus and present them when requested by a College official.

Code of Conduct

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

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

In seeking to encourage and support responsible behavior, Nichols College places reliance upon self-discipline, counseling and advisement. In certain circumstances where these preferred means fail, Nichols College must rely upon the rules and procedures described in the Student Code of Conduct. In the enforcement of this Code, Nichols College functions in an administrative manner. Nichols College’s process affords fundamental fairness, but does not follow the traditional common law adversarial method of a court of law.
Individuals in violation of state and federal law are subject to prosecution by the appropriate state and federal authorities regardless of whether the activity occurs on or off campus. In addition, the student may be subject to disciplinary action by the College pursuant to the Student Code of Conduct. The severity of the imposed sanctions will be appropriate to the behavior.

INFORMATION TECHNOLOGY REGULATIONS

Acceptable Use of Information Technology Resources

Purpose The purpose of this policy is to outline the acceptable uses of computing and information technology resources for the Nichols College student community. This policy outlines the standards for acceptable use of college computing and information technology resources that include, but are not limited to, equipment, software, networks, data, and telecommunications 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 for Human Resources, and the faculty and 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.

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

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

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

- Use only those computing and information technology resources and data for which users 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

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

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

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

Ownership Nichols College assumes and reserves ownership of all data, files, messages, and programs stored in its computer systems. Users cannot claim ownership of any data stored in Nichols College computer systems. Users can, however, expect exclusive use of all e-mail messages stored in their user accounts. Cooperation with any system administrator requests regarding user computing activities is expected. Only under certain unusual circumstances involving issues of system integrity, sexual harassment, or suspicion of illegal use of computer resources, and at the direction of the president of the College, Vice President for Information Services, Director of Human Resources, or Dean of Students, 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 permission from the owners is illegal and a criminal offense.
Storage/Copying of Confidential Information  Nichols maintains systems that store a significant amount of confidential information on faculty, staff, students, donors, prospects, vendors, etc. Access to this information is restricted based on a need to know. Under no circumstances is any of this information to be copied or exported off the server and stored on a laptop/portable computer, home computer, cloud-based storage, smart phone, or removable storage media, including, but not limited to, CD/DVD, USB key/thumb drive, or IPOD/MP3 players.

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

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

Right to Monitor  The campus computer systems linked together on a common fiber-optic network are owned by Nichols College, or, in some cases, are privately owned as personal computers brought to campus by faculty, staff, or students. Regardless of ownership, every computer attached to the campus network for any reason (e.g., Internet connectivity, e-mail accessibility, etc.) is subject to monitoring by the IT staff. 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 e-mail 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 secure environment and atmosphere for sharing information, exchanging ideas freely, and creating and maintaining information property. This failure subjects any member of the Nichols community 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 for defining the process for review and revision.

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

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

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

Not Allowable  • Share, for others to download, music, or movies, or software via a network (including the Internet)  • Make copies of a CD, or a DVD, or software borrowed from a friend or to give to a friend  • Distribute for personal gain music purchased or downloaded  • Download music, or movies, or software without purchasing them (unless they are legally “free”)

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

• Civil Liability: Persons found to have infringed may be held liable for substantial damages and attorneys’ fees. The law entitles a plaintiff to seek statutory damages up to $150,000 for each act of willful infringement.

• Criminal Liability: Copyright infringement also carries criminal penalties under the No Electronic Theft Act. Depending on the number and value of the products exchanged, penalties for a first offense may be as high as ten years in prison.

• College Sanctions: Students are responsible for their compliance with copyright law. The College cannot take responsibility for student compliance, and cannot defend students against a claim by a copyright owner. Upon receipt of a complaint about a student’s behavior, College officials are required to take action. This action could range from terminating a student’s Internet connection and/or providing the student’s name to the copyright owner, to suspension or expulsion from the College, depending on the severity of the infringement.

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

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

ACADEMIC REGULATIONS

STUDENT FREEDOMS, RIGHTS AND RESPONSIBILITIES

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

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

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

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

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

Student Rights and Responsibilities

The Family Educational Rights and Privacy Act (FERPA)
FERPA affords students certain rights with respect to their education records. These rights are:

1. The right to inspect and review the student’s education records within a reasonable time after the College receives a request for access. If a student wants to review his or her record, the student should contact the College office that maintains the record to make appropriate arrangements.

2. The right to request the amendment of the student’s education records that the student believes is inaccurate or misleading. Students may ask the College to amend a record that they believe is inaccurate or misleading. They should write the College official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is defined as a person employed by the College in an administrative, supervisory, academic, or support staff position (including law enforcement unit and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; 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 parents' name and address. The College may disclose any of these items without prior written consent, unless notified in writing to the contrary by the second week after the start of a term.

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

ACADEMIC POLICIES

Absences

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

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

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

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

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

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

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

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

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

Students should review Nichols College Policy Relative to Absences as well as consult with the Business Office and the Office of Financial Assistance regarding Financial Aid eligibility.

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

Financial Implications of Withdrawal from the College

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

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

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

Grade of Incomplete Assuming the faculty member determines as an exercise of his/her individual discretion that a student returning from an excused absence (i) has already completed at least 60% of the current semester’s coursework, and (ii) projects to be able to successfully complete all course requirements if provided limited additional time, a faculty member may assign a grade of Incomplete to allow a student up to seven (7) weeks of additional time to complete course requirements. Students are required to engage their professor and establish with the professor a mutually agreeable written plan for submitting all required coursework.
Make-up work Students are responsible for communicating directly with faculty members about missed work from excused absences. Direct conversations between student and faculty member clarify how the student can fulfill his/her academic responsibilities and continue his/her academic efforts while working around an illness/injury/other challenge.

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

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

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

Appeal Procedure for Contesting a Grade

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

1. A student who believes an error has been made in his/her grade in any class should attempt to resolve the issue informally with the instructor.

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

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

Attendance

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

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

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

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

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 meet minimum required cumulative grade point average 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 (whichever is higher) Cumulative GPA</th>
</tr>
</thead>
<tbody>
<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 suspended students with extenuating circumstances may appeal the suspension to the Academic Review Committee by a letter to the Registrar. Committee meetings are held in January and June. The appeal letter is due in the Registrar’s Office prior to the meeting. If the appeal is successful, the student 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.

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

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

Academic Probation A student permitted to re-enroll falls into the category called Academic Probation.
No student on academic Probation may hold office in any College organization, participate in any intercollegiate event or program, including athletics, or otherwise represent the College publicly. A student on academic Probation is expected to attend all classes. Participation in intercollegiate athletics is subject to the regulations of the National Collegiate Athletic Association and other athletic associations in which the College holds membership.

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

Students who are on Academic Probation and are suspended again are not eligible for readmission or appeal until a period of at least five months has elapsed.

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

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

Course Load

The normal course load for full-time day students is 14-17 credit-hours. No first-year student may exceed that limit. Sophomores with a GPA of 3.0 or above, juniors with a 2.7, and seniors with a 2.4 may take up to 18 credit-hours. Under special circumstances, seniors with GPAs under 2.4 may be permitted to take 18 credit-hours with special permission from the Academic Advisor and Academic Dean/Associate Dean. Students who want to take more than 18 credit-hours are required to seek approval by Petition. Tuition includes up to 19 credit-hours per term.

Course Repeat

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

Grade Point Average (GPA)

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

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

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

Grade Reports

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

Grading System

Letter grades are awarded in all courses as follows:

<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 Add/Drop</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. I grades must be removed within seven weeks of being issued or the Registrar will change the grade to F</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>
Honors

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

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

<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 student to participate in the graduation ceremony in May, he/she must not have more than 7 credit-hours to complete.

Nichol Honors Scholar Commencement Recognition: At graduation, students who have successfully completed the Honors Scholar Program, (see ACADEMIC PROGRAMS, Nichols Honors Scholar program), with the required 3.2 GPA will be recognized. Their diploma and official College academic transcript will reflect the designation Nichols Honors Scholar.

Limitations of Applicability

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

Registration

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

Requirements for Degrees

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

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

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

Approximately 20 to 30 events are scheduled during an academic year, affording students a wide range of personal choice to satisfy the attendance requirement. Students are required to attend 16 cultural programs over their four years at the College. This requirement is prorated for transfer students. Events are listed on each semester’s Institute calendar, distributed to all students and posted on the College website. Events are open to the public.

**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 Academic Advisors about the “W” course requirement and the selection of “W” courses. The schedule of classes, published by the Registrar, indicates the “W” courses being offered during a given semester.

Transcripts

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

Transfer Courses

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

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

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

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

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

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

The College expects all academic work submitted by a student (papers, exams, projects, computer programs, etc.) to be the student’s own. Plagiarism (as defined below), cheating during examinations, and assisting others in the acts of plagiarism or cheating, are expressly prohibited by the policy. In sum, a student’s academic performance must be an honest representation of the student’s ability.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Levels of Severity* Chart

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

<table>
<thead>
<tr>
<th>MINOR VIOLATION</th>
<th>SIGNIFICANT VIOLATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Using verbatim phrases or sentences without proper citation or insufficient</td>
<td>1. Using verbatim paragraphs of text without proper citation.</td>
</tr>
<tr>
<td>citation of other individuals’ concepts and/or ideas.</td>
<td></td>
</tr>
<tr>
<td>2. Replacing certain words or reordering phrases instead of paraphrasing.</td>
<td>2. Copying most or all of a paper, article, or other document.</td>
</tr>
<tr>
<td>3. Reordering or combining individual sentences verbatim to create a new</td>
<td>3. Using all or part of another student’s work, with or without that person’s</td>
</tr>
<tr>
<td>paragraph.</td>
<td>knowledge or permission.</td>
</tr>
<tr>
<td>4. Allowing your work to be copied by another student, in whole or in part.</td>
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</tr>
<tr>
<td>(Note: Selling or assisting in the sale of such work may violate Massachusetts</td>
<td>Selling or assisting in the sale of such work may violate Massachusetts General Law</td>
</tr>
<tr>
<td>General Law Part IV, Title I, Chapter 271, Section 50.)</td>
<td>Part IV, Title I, Chapter 271, Section 50.)</td>
</tr>
<tr>
<td>5. Submitting a paper found online.</td>
<td></td>
</tr>
<tr>
<td>6. Purchasing a paper, spreadsheet, or other content from any source. (Note:</td>
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</tr>
<tr>
<td>Selling or assisting in the sale of such work may violate Massachusetts General</td>
<td>or assisting in the sale of such work may violate Massachusetts General Law Part IV,</td>
</tr>
<tr>
<td>Law Part IV, Title I, Chapter 271, Section 50.)</td>
<td>Title I, Chapter 271, Section 50.)</td>
</tr>
<tr>
<td>7. Use of notes, mobile devices, “crib sheets,” or other outside help during</td>
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</tr>
<tr>
<td>examinations.</td>
<td>examinations.</td>
</tr>
<tr>
<td>8. Multiple minor violations in a single course or across multiple courses are</td>
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</tr>
<tr>
<td>considered a significant violation.</td>
<td>considered a significant violation.</td>
</tr>
</tbody>
</table>

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

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
- International Business
- Management
- Marketing
- Sport Management

BSBA degree program information follows under Programs in Business Administration

BACHELOR OF ARTS

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

BA degree program information follows under Programs in Liberal Studies

SPECIAL ACADEMIC PROGRAMS

EDUCATION PROGRAM

Educator Preparation Program
This program leads to educator certification at the middle and/or secondary levels in Massachusetts.
- English
- General Business
- History
- Mathematics

Education program information follows under Educator Preparation Program

HONORS PROGRAM

Nichols College Honors Scholar Program
The Nichols College Honors Scholar Program offers highly academically motivated students the opportunity to develop their personal, social, and intellectual potential. Honors Scholar candidates have the opportunity to work closely with faculty members and fellow students in intimate and highly interactive classroom environments, to enrich the educational experience, expand personal knowledge, enhance social/civic involvement, and build lifelong friendships.

Joining the Program Joining the program is easy—with qualifications: The Honors Scholar Program requires a minimum cumulative GPA of 3.2 and a 3.2 GPA or higher within the Honors Program courses, along with approval by an Honors Scholar Program Advisor. New incoming students and current students with a cumulative GPA of 3.2 are encouraged to contact an Honors Scholar Program Advisor: Dr. Hans G. Despain, Program Chair (email: hans.despain@nichols.edu); or Dr. Kellie Deys, Program Director (email: kellie.deys@nichols.edu). Incoming freshman are also encouraged to contact Office of Admissions.

Honors Scholars take seven honors (H) courses during their time at Nichols College. Typically, Honors Scholars take one honors course per semester during their first three years. In the spring of their senior year Honors Scholars takes the Honors Capstone Seminar. The fall semester senior year is left open to provide some flexibility in scheduling.

Honors courses should be taken in the approximate sequence in which they are offered as designated by course number. Normally, four 200 level courses are taken during the freshman and sophomore years, and three 300/400 level courses during junior and senior years. All Honors Scholars must successfully complete a minimum of three 300/400 level courses. Honors Scholars are required to maintain 3.2 cumulative GPA and 3.2 GPA within the Honors Program.
The Honors Curriculum

<table>
<thead>
<tr>
<th>Year</th>
<th>FALL</th>
<th>Spring</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freshman</td>
<td>ENGL 212H: Analytical Writing</td>
<td>PHIL 224H: Ethics, Morality, &amp; the Institution</td>
</tr>
<tr>
<td>Sophomore</td>
<td>ECON 221H: Microeconomics or MATH 215H: Statistics</td>
<td>ESCI 243H Physical World or LSB 227H Business Law</td>
</tr>
<tr>
<td>Junior</td>
<td>Special Topic Course 300 level or Special Topic Course 400 level</td>
<td>ENGL 321H: Professional Writing or Special Topic Course 300/400 level</td>
</tr>
<tr>
<td>Senior</td>
<td>OPEN</td>
<td>HONR 480H: Honors Seminar</td>
</tr>
</tbody>
</table>

Special Activities for Honors Scholars  The Honors Program has a number of special features:

- Some courses are team taught, which offers to students increased access to a greater number of faculty members and different points of views and perspectives in the classroom.
- Many courses have guest speakers, media nights, and unique course design and course projects.
- Each semester, the Honors program has a dinner to announce upcoming courses and events, and to provide general interaction amongst program participants (i.e. Honors Scholars, Faculty, and Honors Steering Committee members).
- In the fall of junior year, all Honors Scholars in good academic standing are invited to participate in the Nichols College Honors Trip, which occurs in March during spring break. The destination is agreed upon by eligible Honors Scholars. The trip is intended to foster academic interaction, offer enriching cultural experiences, broaden social awareness, encourage civic involvement, and otherwise to simply have fun with other Honors Program participants.
PROGRAMS IN BUSINESS ADMINISTRATION
(BSBA)

ACCOUNTING

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

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

A variety of professional opportunities in public, private, and non-profit accounting exist for graduates of the Nichols accounting program. For students wishing to take the CPA examination and enter public accounting, the opportunity is available. Others may choose to go directly into industry. The accounting 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 or</td>
</tr>
<tr>
<td>MATH 122</td>
<td>Mathematical Business Analysis or</td>
</tr>
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Focused Choices

Advanced Writing – 3 credit-hours:
1 course to be selected from ENGL 320, ENGL 321, ENGL 342, ENG 345, ENGL 346

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

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

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

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

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</tr>
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<td>Intermediate Accounting III</td>
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<tr>
<td>ACCT 342</td>
<td>Advanced Accounting</td>
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<tr>
<td>ACCT 343</td>
<td>Cost Accounting</td>
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<tr>
<td>ACCT 402</td>
<td>Federal Taxes</td>
</tr>
<tr>
<td>ACCT 404</td>
<td>Auditing</td>
</tr>
<tr>
<td>ACCT 480</td>
<td>Accounting for Non-Profit Organizations and Governmental Entities</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

The Business Communication program provides a view of communications from a variety of perspectives: individual, group, intercultural, organizational, and mass media. Specifically, the program focuses on written and oral communication, critical thinking and problem solving, application of knowledge in real world settings via case study and classroom assignments, ethical decision making, teamwork skills, innovation and creativity, and the impact of technology on the communications field.

Students are provided with both theoretical and practical experiences inside and outside the classroom. Course content focuses on ways students utilize communication skills in a business environment, which includes skills in negotiation and conflict resolution, persuasion, team communication, presentations, communicating with individuals of another culture, mass media and social media communication. Students are well prepared for a variety of career opportunities in the communication field, as well as other related fields.

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Focused Choices

<table>
<thead>
<tr>
<th>Area</th>
<th>Course</th>
</tr>
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<tbody>
<tr>
<td>Advanced Writing</td>
<td>3 credit-hours:</td>
</tr>
<tr>
<td>1 course to be selected from ENGL 320, ENGL 321, ENGL 342, ENGL 345, ENGL 346</td>
<td></td>
</tr>
<tr>
<td>Environmental Science</td>
<td>4 credit-hours:</td>
</tr>
<tr>
<td>1 course to be selected from ESCI 233 or ESCI 243 (4 credit-hours)</td>
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</tr>
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</table>

Human Behavior – 6 credit-hours:
2 courses to be selected from Psychology, Sociology, Environmental Science course offerings

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

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

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Specialization Courses

REQUIRED COURSES:

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<tbody>
<tr>
<td>BCOM 247</td>
<td>Business Communication Survey</td>
</tr>
<tr>
<td>BCOM 310</td>
<td>Intercultural Communication</td>
</tr>
<tr>
<td>BCOM 311</td>
<td>Visual Communication</td>
</tr>
<tr>
<td>BCOM 490</td>
<td>Internship in Business Communication</td>
</tr>
</tbody>
</table>

ELECTIVE COURSES (three additional courses from all of those listed below; with a limited number in certain subject areas where noted)

<table>
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<tbody>
<tr>
<td>BCOM 312</td>
<td>Managerial Communication</td>
</tr>
<tr>
<td>BCOM 316</td>
<td>Mass Media, Public Relations and Media Management</td>
</tr>
<tr>
<td>BCOM 470</td>
<td>Special Topics in Business Communication</td>
</tr>
<tr>
<td>HRM 344</td>
<td>Developing and Motivating Human Potential</td>
</tr>
<tr>
<td>MKTG 361</td>
<td>Consumer Marketing or</td>
</tr>
<tr>
<td>MKTG 362</td>
<td>Business Marketing</td>
</tr>
<tr>
<td>PSY 308</td>
<td>Psychology of Temperament</td>
</tr>
<tr>
<td>PSY 342</td>
<td>Group Dynamics</td>
</tr>
<tr>
<td>SMGT 462</td>
<td>Sport Communications</td>
</tr>
</tbody>
</table>

Continued
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 342 Sportswriting
- 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 on the business core curriculum and includes a focus on current trends in criminal justice such as consequences of terrorism, disaster management, white-collar crimes, and high tech crimes and investigations.

By helping to facilitate skills in communications, behavioral sciences, quantitative analysis, and environmental dynamics, the Criminal Justice program provides a well-rounded education for sustained professionalism and personal growth.

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Focused Choices

- **Advanced Writing** – 3 credit-hours:
  1 course to be selected from ENGL 320, ENGL 321, ENGL 342, ENGL 345, 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, Environmental Science course offerings

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

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Specialization Courses

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<tbody>
<tr>
<td>CJM 209</td>
<td>Crime, Justice, and Society</td>
</tr>
<tr>
<td>CJM 210</td>
<td>Criminal Law and Procedure</td>
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<tr>
<td>CJM 347</td>
<td>Emergency Planning and Disaster Management</td>
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<td>CJM 480</td>
<td>Advanced Issues in CJM</td>
</tr>
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**ELECTIVE COURSES** (two additional courses in CJM from those listed below):

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

The Economics specialization in the business program (BSBA) encourages students to take classes in economics, finance, management, marketing, business communication, accounting, history, and mathematics. The business Economics specialization is most appropriate for students in good academic standing who have a drive to succeed in a professional business environment, and/or a desire for graduate work for Master of Business Administration (MBA) or Master of Economics (MS or MA). A Bachelor of Science in Business Administration with an Economics specialization is great preparation for jobs in just about any field. Employers often desire graduates with a strong business economics background for careers in management, marketing, sales, finance, public policy, and working for nonprofit organizations.

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**Advanced Writing** – 3 credit-hours:
1 course to be selected from ENGL 320, ENGL 321, ENGL 342, ENGL 345, ENGL 346

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

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

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<td>Inflation, Employment and National Income</td>
</tr>
<tr>
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<td>ECON</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.
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.

**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 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** 449  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** 342, **ENGL** 345, **ENGL** 346

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

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

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

**Social Science** – 3 credit-hours:
1 course to be selected from Economics, History, Political Science, Public Administration, Social Science 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
- **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  Government and Business Regulations

**Specialization Courses**

- **FIN** 325  Corporate Finance
- **FIN** 330  Investments
- **ECON** 307  Money, Banking and the Economy
- **ACCT** 402  Federal Taxes
- **FIN** 432  Financial Planning
- **FIN** 480  Problems in Business Finance

**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.

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 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 239 Professional Development Seminar – First Year (1 credit-hour)
- SEM 339 Professional Development Seminar – Second Year (1 credit-hour)
- SEM 449 Professional Development Seminar – Third Year (1 credit-hour)
- SEM 449 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 342, ENGL 345, ENGL 346

Environmental Science – 4 credit-hours:
1 course to be selected from ECON 233 or ECON 243 (4 credit-hours includes a lab)

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

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

Social Science – 3 credit-hours:
1 course to be selected from Economics, History, Political Science, Public Administration, Social Science 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
- 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 Government and Business Regulations

Concentration Courses

Required
- HRM 213 Human Resource Management

And choose two courses from three of the following areas:

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

Economics
- ECON 303 Prices and Market System
- ECON 304 Inflation, Employment, and National Income
- ECON 305 Labor Economics
- ECON 307 Money, Banking and Economy
- ECON 412 International Economics
- ECON 415 Urban Economics
- HIST 352 American Economic History
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<th>Academic Programs</th>
<th>Course Code</th>
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<td>EPS 386</td>
<td>Sales and Marketing for Entrepreneurs</td>
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<td>Performance Management in the Hospitality Industry</td>
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<td>World Economic Geography</td>
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<td><strong>Electives</strong></td>
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<td>15 credit-hours of electives</td>
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</table>

**Total Credits Required:** 121

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

The Hospitality Management program prepares students to enter an exciting and rewarding career in one of the world’s most dynamic and fastest growing industries. The program’s specialization courses, in combination with the College’s strong business curriculum, prepare students to enter the hospitality and leisure industry of hotels, restaurants, casinos, meeting and event planning, theme parks, cruise lines, and travel distributors.

Our multifaceted program integrates course work in the business disciplines of management, marketing, accounting, finance and strategy; students gain a perspective on the management skills and concepts required in the highly specialized fields of Resort and Conference Management, event planning, employment law, human resource management, customer relations and services, location and layout of facilities, inventory management, reservation and pricing systems, decision-making techniques and process control and improvement.

Graduates of the program combine the best of classroom experiences with an in-the-field internship to successfully accelerate their careers in an industry that is projected to gain 1.3 million jobs through 2020.

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Focused Choices

Advanced Writing – 3 credit-hours:
1 course to be selected from ENGL 320, ENGL 321, ENGL 342, ENG 345, ENGL 346

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

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

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

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

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<td>Resort and Conference Management</td>
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<td>Issues in Hospitality Management</td>
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</table>

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

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

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

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1 course to be selected from ENGL 320, ENGL 321, ENGL 342, ENG 345, ENGL 346

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

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2 courses to be selected from BCOM 247, BCOM 310, BCOM 311, BCOM 316, Psychology, Sociology, Environmental Science course offerings

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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 444</td>
<td>Advanced Economies and Emerging Markets</td>
</tr>
<tr>
<td>IBUS 480</td>
<td>Seminar in International Business</td>
</tr>
<tr>
<td>IBUS 490</td>
<td>Internship in International Business</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.
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.

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 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 449   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 342, ENGL 345, ENGL 346

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

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

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

Social Science – 3 credit-hours:
1 course to be selected from Economics, History, Political Science, Public Administration, Social Science 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
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   Government and Business Regulations

Specialization 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

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.

The program is multifaceted with emphasis on key topics such as marketing planning and implementation, consumer behavior and social media, and business to business marketing. Graduates can choose from numerous exciting and challenging career opportunities such as advertising and promotion, merchandising, marketing research, retailing, consulting, and sales management.

Foundation Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
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<tbody>
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<td>SEM 449</td>
<td>Professional Development Seminar – Fourth Year</td>
</tr>
</tbody>
</table>

Focused Choices

Advanced Writing – 3 credit-hours:
1 course to be selected from ENGL 320, ENGL 321, ENGL 342, ENGL 345, ENGL 346

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

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

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

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

Business Core

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<td>PSCI 315</td>
<td>Government and Business Regulations</td>
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Specialization Courses

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<tr>
<th>Course Code</th>
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<tbody>
<tr>
<td>MKTG 361</td>
<td>Consumer Marketing</td>
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<tr>
<td>MKTG 362</td>
<td>Business Marketing</td>
</tr>
<tr>
<td>MKTG 433</td>
<td>Market Research or</td>
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<tr>
<td>MKTG 434</td>
<td>International Marketing</td>
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<tr>
<td>MKTG 435</td>
<td>Marketing Communications</td>
</tr>
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<td>MKTG 436</td>
<td>Sales Management</td>
</tr>
<tr>
<td>MKTG 480</td>
<td>Marketing Seminar</td>
</tr>
</tbody>
</table>

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 on 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 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 449 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 342, ENG 345, ENG 346

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

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

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

Social Science – 3 credit-hours:
1 course to be selected from Economics, History, Political Science, Public Administration, Social Science 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
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 Government and Business Regulations

Specialization Courses

SMGT 251 Introduction to Sport Management
SMGT 297 Sport Management Practicum
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

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 (BA)

A small college with specialized programs in administration, Nichols considers basic to our understanding of human activities those liberal disciplines upon which the study of administration is founded — namely the Social Sciences, 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, Mathematics and Psychology.

These programs provide a solid background for a variety of careers, as well as give students a foundation for advanced graduate studies. Through the courses in their majors, students earning Bachelor of Arts degrees develop a mastery of the knowledge, methods, and theories pertinent to their areas of 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 major in Economics provides the student with a unique opportunity to blend both theoretical and practical courses in a manner designed to develop decision-making skills. Students may choose courses according to their interests and vocational objectives. The student is exposed to a number of applied fields which focus on personal, local, regional, national, and international economic problems.

Economics majors have a wide variety of career options in both the private and public sectors. These include careers in state and local government, federal and international agencies, business, finance and banking, journalism, teaching, politics, and law. In addition, the Economics major provides an excellent foundation for graduate study in economics or other social sciences, business, law, or public administration. Internship opportunities are available for qualified applicants.

Foundation Courses

<table>
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<tr>
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<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 342, ENGL 345, 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 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, Environmental Science course offerings

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

Social Science – 6 credit-hours:
2 courses to be selected from History, Political Science, Public Administration, Social Science 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, SOC 107, SPAN 290, 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, Mathematics, Music/Dance, Philosophy/Religion, Psychology

Major Courses

<table>
<thead>
<tr>
<th>Course</th>
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</thead>
<tbody>
<tr>
<td>ECON 222</td>
<td>Principles of Macroeconomics</td>
</tr>
<tr>
<td>ECON 303</td>
<td>Prices and the Market System</td>
</tr>
<tr>
<td>ECON 304</td>
<td>Inflation, Employment and National Income</td>
</tr>
<tr>
<td>ECON 307</td>
<td>Money, Banking and the Economy</td>
</tr>
<tr>
<td>ECON</td>
<td>Economics Elective</td>
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<td>ECON</td>
<td>Economics Elective</td>
</tr>
</tbody>
</table>

Electives

27 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.
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.

Foundation Courses

<table>
<thead>
<tr>
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<td>COMM 252</td>
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<td>SEM 439</td>
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</tr>
</tbody>
</table>

Focused Choices

**Advanced Writing** – 3 credit-hours:
1 course to be selected from ENGL 320, ENGL 321, ENGL 342, ENGL 345, 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 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, Environmental Science course offerings

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

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

**Major Courses**

**Group I** (1 required)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 213</td>
<td>Introduction to Literature</td>
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</table>

**Group II** (3 required)

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>ENGL 235</td>
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<td>ENGL 236</td>
<td>World Literature II</td>
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<td>ENGL 237</td>
<td>World Literature III</td>
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<td>ENGL 238</td>
<td>World Literature IV</td>
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**Group III** (4 required)

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>ENGL 214</td>
<td>American Literature I</td>
</tr>
<tr>
<td>ENGL 310</td>
<td>Themes in Literature</td>
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<td>ENGL 311</td>
<td>Significant Periods in Literature</td>
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<tr>
<td>ENGL 319</td>
<td>Poetry</td>
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<td>ENGL 327</td>
<td>Drama</td>
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<td>ENGL 411</td>
<td>Major Authors in Literature</td>
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<td>ENGL 470</td>
<td>Special Topics in English</td>
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<td>ENGL 490</td>
<td>Internship in English</td>
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<tr>
<td>REL 323</td>
<td>Biblical Literature</td>
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**Group IV** (1 required)

<table>
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<th>Course</th>
<th>Title</th>
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<tbody>
<tr>
<td>ENGL 320</td>
<td>Fiction Writing</td>
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<td>ENGL 321</td>
<td>Professional Writing</td>
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<td>ENGL 342</td>
<td>Sportswriting</td>
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<td>ENGL 345</td>
<td>Non-Fiction Writing</td>
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<tr>
<td>ENGL 346</td>
<td>Journalism</td>
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</table>

**Group V** (1 required)

<table>
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<tr>
<th>Course</th>
<th>Title</th>
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<tbody>
<tr>
<td>ENGL 314</td>
<td>American Literature I</td>
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<tr>
<td>ENGL 315</td>
<td>American Literature II</td>
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**Group VI** (1 required)

<table>
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<th>Course</th>
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<tbody>
<tr>
<td>ENGL 481</td>
<td>Senior Thesis (1 credit-hour)</td>
</tr>
</tbody>
</table>

**Electives**

24 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.
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 Arts core curriculum combined with carefully selected upper level History offerings produces graduates who are capable of critical, logical, scientific thinking; appreciative of the aesthetic and ethical aspects of life; and are dedicated to lifelong learning.

**Foundation Courses**

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**Focused Choices**

**Advanced Writing** – 3 credit-hours:
1 course to be selected from ENGL 320, ENGL 321, ENGL 342, ENGL 345, 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 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, Environmental Science course offerings

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

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

**Major Courses**

**REQUIRED COURSES:**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIST 201</td>
<td>United States History to 1865</td>
</tr>
<tr>
<td>HIST 202</td>
<td>United States History from 1865</td>
</tr>
<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>
</tr>
</tbody>
</table>

**HIST ELECTIVE COURSES** (four additional courses in History)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<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>
<tr>
<td>HIST 355</td>
<td>Civil War</td>
</tr>
<tr>
<td>HIST 356</td>
<td>The American West</td>
</tr>
<tr>
<td>HIST 360</td>
<td>America and Vietnam</td>
</tr>
<tr>
<td>HIST 470</td>
<td>Special Topics in History</td>
</tr>
<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.
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.

Foundation Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMM</td>
<td>252 Effective Speaking</td>
</tr>
<tr>
<td>ECON</td>
<td>221 Principles of Microeconomics or</td>
</tr>
<tr>
<td>ECON</td>
<td>222 Principles of Macroeconomics</td>
</tr>
<tr>
<td>ENGL</td>
<td>105 Expository Writing</td>
</tr>
<tr>
<td>ENGL</td>
<td>212 Analytical Writing</td>
</tr>
<tr>
<td>HIST</td>
<td>118 Introduction to History</td>
</tr>
<tr>
<td>MATH</td>
<td>190 Calculus I</td>
</tr>
<tr>
<td>MGMT</td>
<td>100 Business and Society</td>
</tr>
<tr>
<td>ITM</td>
<td>123 Digital Applications (1 credit-hour)</td>
</tr>
<tr>
<td>SEM</td>
<td>115 Current Issues Symposium</td>
</tr>
<tr>
<td>SEM</td>
<td>139 Professional Development Seminar – First Year (1 credit-hour)</td>
</tr>
<tr>
<td>SEM</td>
<td>239 Professional Development Seminar – Second Year (1 credit-hour)</td>
</tr>
<tr>
<td>SEM</td>
<td>339 Professional Development Seminar – Third Year (1 credit-hour)</td>
</tr>
<tr>
<td>SEM</td>
<td>439 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 342, ENGL 345, 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, Environmental Science course offerings

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

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

Major Courses

REQUIRED COURSES:

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

MATH ELECTIVE COURSES:

Six additional courses in Mathematics at the 300 – 400 level

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.
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

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<td>Introduction to History</td>
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<td>MATH 117</td>
<td>College Mathematics or</td>
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<td>Professional Development Seminar – Second Year (1 credit-hour)</td>
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<td>SEM 339</td>
<td>Professional Development Seminar – Third Year (1 credit-hour)</td>
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<tr>
<td>SEM 439</td>
<td>Professional Development Seminar – Fourth Year (1 credit-hour)</td>
</tr>
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Focused Choices

Advanced Writing – 3 credit-hours:
1 course to be selected from ENGL 320, ENGL 321, ENGL 342, ENGL 345, 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 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, Environmental Science course offerings

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

Social Science – 6 credit-hours:
2 courses to be selected from Economics, History, Political Science, Public Administration, Social Science 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, 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, Mathematics, Music/Dance, Philosophy/Religion.

Major Courses

REQUIRED COURSES:
PSY 151 General Psychology
PSY 375 Statistics for the Social Sciences
PSY 475 Research Seminar in Applied Psychology

PSYCHOLOGY FOUNDATIONS (4 required)
PSY 278 Abnormal Psychology
PSY 308 Psychology of Temperament
PSY 311 Brain and Behavior
PSY 312 Life Span Development
PSY 372 Counseling Psychology
PSY 374 Cognition, Learning and Memory
PSY 462 Social Psychology

PSYCHOLOGY 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)

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.
EDUCATOR PREPARATION PROGRAM

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 General 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 (see Academic Program information below) 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 the chosen 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 General 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 Registrar’s Office, obtaining the advisor’s signature, and submitting the request to the Dean for Academic Affairs. Each decision will be made on a case-by-case basis. Only comparable coursework will be considered for substitutions of requirements.

Curriculum

Each specialization or major (General Business, English, History, and Mathematics) has a list of required courses. Please refer to these under the academic program subject areas. The following is a recommended semester-by-semester plan for taking the required teaching preparation courses the complete the academic program.

Second Year Fall
EDUC 245 Foundations and Philosophies of Education – 3 credit-hours
Required weekly pre-practicum fieldwork at a Partnership School for a total of 20 hours
MAJOR Complete two courses in the subject area major/specialization

Second Year Spring
EDUC 310 Methods and Materials in Middle and Secondary Education – 3 credit-hours
(Prerequisite: EDUC 245)
Required weekly pre-practicum fieldwork at a Partnership School for a total of 20 hours
MAJOR Complete two courses in the major/specialization subject area
Third Year Fall
EDUC 320  Curriculum and Assessment in an Age of Multicultural Education – 3 credit-hours  (Prerequisite: EDUC 245)
Required weekly pre-practicum fieldwork at a Partnership School for a total of 20 hours
PSY 275  Educational Psychology – 3 credit-hours  (Prerequisite: PSY 151)
SEM 339  Third-Year Professional Development Seminar for Education
MAJOR  Complete two courses in the major/specialization subject area

Third Year Spring
EDUC 321  Communication and Technology in the Classroom – 3 credit-hours  (Prerequisite: EDUC 245)
Required weekly pre-practicum fieldwork at a Partnership School for a total of 20 hours
PSY 277  Psychology of Adolescence – 3 credit-hours  (Prerequisite: PSY 151)
MAJOR  Complete two courses in the major/specialization subject area

Fourth Year Fall
MAJOR  Finish requirements for major/specialization
SEM 439  Fourth-Year Professional Development Seminar for Education

Fourth Year Spring
EDUC 488/490  Teaching Practicum in Middle or Secondary School – 12 credit-hours
Required 14 weeks of full-time, supervised teaching at a Partnership School with a minimum of 35 direct instructional hours
# ENGLISH EDUCATION

## 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 Principles of Macroeconomics</td>
</tr>
<tr>
<td>ECON 222</td>
<td>Principles of Microeconomics or Principles of Macroeconomics</td>
</tr>
<tr>
<td>ENGL 105</td>
<td>Expository Writing or Analytical Writing</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 or 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

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 323</td>
<td>Writing Academically</td>
</tr>
<tr>
<td>ESCI</td>
<td>Environmental Science (Laboratory not required)</td>
</tr>
<tr>
<td>ESCI</td>
<td>Environmental Science with Laboratory (4 credit-hours)</td>
</tr>
<tr>
<td>PSY 151</td>
<td>General Psychology</td>
</tr>
<tr>
<td>PSY 275</td>
<td>Educational Psychology</td>
</tr>
<tr>
<td>EDUC 245</td>
<td>Foundations and Philosophies of Education</td>
</tr>
</tbody>
</table>

## Humanities – 3 credit-hours:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDUC 255</td>
<td>English Language Learners</td>
</tr>
</tbody>
</table>

## Social Science – 6 credit-hours:

2 courses to be selected from any Economics, History, Political Science, Public Administration, Social Science 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, Foreign Language by petition

## Major Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 213</td>
<td>Introduction to Literature</td>
</tr>
<tr>
<td>ENGL 235</td>
<td>World Literature I</td>
</tr>
<tr>
<td>ENGL 236</td>
<td>World Literature II</td>
</tr>
<tr>
<td>ENGL 237</td>
<td>World Literature III</td>
</tr>
<tr>
<td>ENGL 238</td>
<td>World Literature IV</td>
</tr>
<tr>
<td>ENGL 314</td>
<td>American Literature I</td>
</tr>
<tr>
<td>ENGL 315</td>
<td>American Literature II</td>
</tr>
<tr>
<td>ENGL 319</td>
<td>Poetry</td>
</tr>
<tr>
<td>ENGL 327</td>
<td>Drama</td>
</tr>
<tr>
<td>ENGL 412</td>
<td>Reading Acquisition in Children’s and Young Adult Literature</td>
</tr>
<tr>
<td>ENGL 481</td>
<td>Senior Thesis (1 credit-hour)</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 credit-hours)</td>
</tr>
<tr>
<td>PSY 277</td>
<td>Psychology of Adolescence</td>
</tr>
</tbody>
</table>

Two additional FREE ELECTIVES (6 credit-hours)

## 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 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  Writing Academically  
ESCI  Environmental Science with Laboratory (4 credit-hours)  
PSY 151  General Psychology  
PSY 275  Educational Psychology  
EDUC 245  Foundations and Philosophies of Education

Humanities – 3 credit-hours:  
EDUC 255  English Language Learners

Social Science – 3 credit-hours:  
1 course to be selected from any Economics, History, Political Science, Public Administration, Social Science 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 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  Government and Business Regulations

Specialization Courses
HRM 213  Human Resource Management

Three 300/400 level courses from one approved business subject area  

One 300/400 level course from one approved business subject area plus two 300/400 level courses from another approved 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 credit-hours)  
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.
HISTORY EDUCATION

Foundation Courses

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</tr>
<tr>
<td>ESCI 309</td>
<td>World Economic Geography</td>
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<tr>
<td>ESCI 310</td>
<td>Environmental Science with Laboratory</td>
</tr>
<tr>
<td>PSY 151</td>
<td>General Psychology</td>
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Humanities – 3 credit-hours:

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<tbody>
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</table>

Social Science – 6 credit-hours:

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<thead>
<tr>
<th>Course</th>
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</thead>
<tbody>
<tr>
<td>PSCI 204</td>
<td>Introduction to Political Science</td>
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</tbody>
</table>

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, SOC 107, SPAN 290, Foreign Language by petition

Major Courses

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>HIST 201</td>
<td>United States History to 1865</td>
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<tr>
<td>HIST 202</td>
<td>United States History from 1865</td>
</tr>
<tr>
<td>HIST 208</td>
<td>World Civilizations II</td>
</tr>
<tr>
<td>HIST 315</td>
<td>Constitution and the Democratic Tradition</td>
</tr>
<tr>
<td>HIST 339</td>
<td>History of Modern Europe Since 1815</td>
</tr>
<tr>
<td>HIST 352</td>
<td>American Economic History</td>
</tr>
<tr>
<td>HIST 355</td>
<td>Civil War</td>
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<tr>
<td>HIST 359</td>
<td>United States History Since 1945</td>
</tr>
<tr>
<td>HIST 369</td>
<td>History of the World Since 1945</td>
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<tr>
<td>HIST 480</td>
<td>Seminar in History</td>
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</tbody>
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Electives

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<tr>
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<tbody>
<tr>
<td>EDUC 310</td>
<td>Methods and Materials in Secondary</td>
</tr>
<tr>
<td>EDUC 320</td>
<td>Curriculum Design and Assessment in an</td>
</tr>
<tr>
<td>EDUC 321</td>
<td>Communication and Technology in the</td>
</tr>
<tr>
<td>EDUC 488/490</td>
<td>Practicum in Middle or Secondary</td>
</tr>
<tr>
<td>PSY 277</td>
<td>Psychology of Adolescence</td>
</tr>
</tbody>
</table>

Two additional FREE ELECTIVES (6 credit-hours)

Total Credits Required: 120

Note: All courses are 3 credit-hours unless otherwise noted and may meet only one degree requirement.
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 Writing Academically
ESCI Environmental Science (Laboratory not required)
ESCI Environmental Science with Laboratory (4 credit-hours)
PSY 151 General Psychology
PSY 275 Educational Psychology
EDUC 245 Foundations and Philosophies of Education

Humanities – 3 credit-hours:
EDUC 255 English Language Learners

Social Science – 6 credit-hours:
2 courses to be selected from any Economics, History, Political Science, Public Administration, Social Science 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, Foreign Language by petition

Major Courses
REQUIRED COURSES:
MATH 191 Calculus II
MATH 215 Statistics I
MATH 229 Calculus III
MATH 348 Linear Algebra
MATH 441 College Geometry
MATH 442 Abstract Algebra

ELECTIVE COURSES:
Four additional courses in Mathematics at the 300 – 400 level

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 credit-hours)
PSY 277 Psychology of Adolescence

Two additional FREE ELECTIVES (6 credit-hours)

Total Credits Required: 120

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

Minors are available in the following areas. A student pursuing a minor must complete FOUR courses in an area from those listed below. Minor courses may satisfy FREE ELECTIVE requirements only. A student must have on file a Declaration of Minor form, available online and in the Registrar’s Office.

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

**Business Communication**
- BCOM 247  Business Communication Survey
- BCOM 310  Intercultural Communications
- BCOM 311  Visual Communications
- BCOM 312  Managerial Communications
- BCOM 316  Mass Media, Public Relations
- BCOM 470  Special Topics in Business Communication
- SMGT 462  Sport Communications

**Criminal Justice Management**
- CJM 209  Crime, Justice and Society
- CJM 210  Criminal Law and Procedure
- CJM 302  Security Investigations
- CJM 333  Physical Security
- CJM 347  Emergency Planning
- CJM 417  Homeland Security / Terrorism

**Economics**
- ECON 303  Prices and the Market System
- ECON 304  Inflation, Employment and National Outcome
- ECON 307  Money, Banking and Economics

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

**Hospitality Management**
- HSP 211  Introduction to Hospitality Industry
- HSP 351  Resort and Conference Management
- HSP 361  Hospitality Facility Operations
- HSP 371  Performance Management in the Hospitality Industry
- HSP 490  Internship in Hospitality Management
- MKTG 361  Consumer Marketing
- SMGT 367  Sport Marketing

**Human Resource Management**
- HRM 213  Human Resource Management
- BCOM 310  Intercultural Communications
- HRM 305  Labor Economics/Relations
- HRM 323  Assessment and Staffing
- HRM 343  Developing Human Potential
- HRM 423  Compensation and Benefits
- HRM 481  International Human Resource Management

**International Business**
- 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

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

**Sport Management**
- SMGT 251  Introduction to Sport Management
- SMGT 297  Sport Practicum
- SMGT 352  Sport in Society
- SMGT 367  Sport Marketing
- SMGT 368  Sport Finance
- SMGT 459  Sport Law
- SMGT 460  Athletics Administration
- SMGT 462  Sport Communications
- SMGT 463  Sport Event Management
- SMGT 464  Sponsorship and Sales
- SMGT 469  Coaching Administration and Management
- SMGT 470  Special Topics in Sport Management
CERTIFICATE IN ENTREPRENEURSHIP

The Entrepreneurship Certificate program is intended to provide an opportunity for students interested in Entrepreneurship to pursue their chosen academic specialization while concurrently pursuing a Certificate in Entrepreneurship. The certificate requires 12 credits of coursework, consisting of 4 three-credit courses, 2 of which can be double counted as part of the student’s academic program.

EPS 378 Entrepreneurial Management
EPS 385 Business Finance for Entrepreneurs
EPS 386 Sales and Marketing for Entrepreneurs
EPS 480 Entrepreneurship Action Research Project

MINORS IN LIBERAL STUDIES

Minors in the Liberal Arts may be selected from those listed below. A student pursuing a minor must complete four courses in one area from those listed below. Minor courses may satisfy FREE ELECTIVE requirements only. A student must have on file a Declaration of Minor form, available online and in the Registrar’s Office.

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 having an ENGL prefix, two of which may have a course number of 200

History
Four courses with a HIST prefix with not more than one having a course number of 200 and the rest having a course number of 300 or higher

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

Psychology
Any four courses having a PSY prefix and a course number of 200 or higher

SPECIAL PROGRAMS

INTERNSHIP PROGRAMS

Nichols College believes that it is important for its students to have the opportunity to experience the world of work prior to graduating 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.

**STUDY ABROAD**

Nichols College offers study abroad options for full-time day students through Academic Programs International, European University, Regent’s College, and The Education Abroad Network. Study abroad experiences provide unique opportunities for personal growth and self-discovery as well as for gaining a practical understanding of an interconnected global economy and society.

Students should be aware that there may be additional costs associated with educational or course-related travel programs.

To be considered for a study abroad program, the full-time day division candidate must:

- be in good academic standing at Nichols with an overall grade point average of 3.0 or higher
- have earned junior-level status (60 credit-hours or more) prior to the semester in which the student will study abroad
- submit a formal and well-written proposal explaining how an overseas study experience fits into his or her program of study
- submit evidence of strong favorable support from two members of the faculty
- agree to undertake a full academic program consisting of 12 to 15 credit-hours of course work
- get prior approval of courses from the Registrar

When there are a large number of applicants, study abroad acceptance 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 for detailed information.

**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 U.S. students in France, Italy, Spain, England, Ireland, Hungary, and Croatia.

Note: Participation in API Study Abroad includes a required language course in the country of study. Courses are intended to help students communicate more fully with the local population to enhance cultural enrichment.

Students should be aware that there may be additional costs associated with educational or course-related travel programs.

**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 with average class size is between 20 and 25 students. EU faculty offer strong academic credentials and real work experience, making a connection between the workplace and the classroom and providing students with a truly global experience.

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

Students should be aware that there may be additional costs associated with educational or course-related travel programs.

**Regent’s University, London, England**

Regent’s University 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 University draws upon the academic traditions and resources of both countries. Its university-level programs are taught by British and American professors and are accredited in the United States.

Nichols’ agreement with Regent’s University allows for direct transfer of Regent’s course-credits back to Nichols.

Students should be aware that there may be additional costs associated with educational or course-related travel programs.
Semester at Sea

Added as a study abroad option in the spring semester of 2007, the Semester at Sea program adds a global semester to the undergraduate experience. The shipboard curriculum will give students insights into various cultures and societies through direct observation and analysis.

Courses examine global crisis issues — the environment, population, foreign policy relationships, and economics — relative to the nations that students visit. The ship becomes the campus in which students study, while the world is transformed into an academic laboratory. This integration of classroom and international fieldwork allows for Semester at Sea to create a learning environment unmatched on a traditional land campus.

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.

Students should be aware that there may be additional costs associated with educational or course-related travel programs.

The Education Abroad Network

Beginning in the Fall of 2012, Nichols began a relationship with TEAN to provide opportunities for students to study in Asia and Australia. Students should be aware that there may be additional costs associated with educational or course-related travel programs.

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 normally during the junior or senior year, summer session internship opportunities are also available. Placements are made with Executive branch agencies and Congress, with local governments, not-for-profit organizations’ national headquarters, and with private corporations.

A full-semester, 15 credit-hours 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, acceptance will be based on academic year, academic achievement, and overall merit.

Students should be aware that there may be additional costs associated with educational or course-related travel programs.
ACCT 238 INTRODUCTORY FINANCIAL ACCOUNTING
A basic course focusing on the accounting systems, preparation of financial statements, selected balance sheet items and financial statement analysis as applied in various business organizations. This course will assist the organization manager with decision making.

3 Hours, 1 Semester

ACCT 239 FINANCIAL ACCOUNTING LAB
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.

1 Hour, 1 Semester

ACCT 240 MANAGERIAL ACCOUNTING
Examines the uses of accounting data for planning and control in organizations. Topics include cost classification, profit planning, activity based costing, flexible budgets, marginal and break-even analysis. Computer usage is integrated. Not open to Accounting specialization.

Prerequisite: ACCT 238

3 Hours, 1 Semester

ACCT 241 INTERMEDIATE ACCOUNTING I
An intensive course designed to broaden and strengthen the foundation laid in the introductory courses. Accounting principles are analyzed and applied in the preparation of financial statements, utilization of time value of money concepts, and examination of cash, short-term investments, receivables, and inventories. Includes computer applications.

Prerequisite: ACCT 238

3 Hours, 1 Semester

ACCT 242 INTERMEDIATE ACCOUNTING II
A continuation of ACCT 241. Topics include long-term assets, current liabilities, long-term debt and contingencies, and owners’ equity. Includes computer usage.

Prerequisite: ACCT 241

3 Hours, 1 Semester

ACCT 341 INTERMEDIATE ACCOUNTING III
A study of complex accounting topics and analytical procedures. Topics include revenue recognition, accounting for investments, pensions, leases, and income taxes; accounting changes, errors, incomplete records, and analysis of cash flows. Computer usage is integrated.

Prerequisite: ACCT 242

3 Hours, 1 Semester

ACCT 342 ADVANCED ACCOUNTING
In-depth study of complex entities including partnerships, branch accounting, mergers, consolidations, foreign currency translations, and international financial reporting standards. Requires computer usage.

Prerequisite: ACCT 341

3 Hours, 1 Semester

ACCT 343 COST ACCOUNTING
Students analyze cost behavior, accumulation and allocation concepts in job and activity based costing and process costing systems. Students also examine estimated cost systems; budgetary control with standard costs; and cost and profit analysis for decision-making purposes. Computer usage is integrated.

Prerequisite: ACCT 238

3 Hours, 1 Semester

ACCT 402 FEDERAL TAXES: BASIS FOR DECISION MAKING
This course is intended to make the student aware of the major tax issues that influence decision-making by businesses and individuals. Specific topics include tax planning, income determination, capital vs. ordinary income, the deductibility of expenses, and the tax implications of various forms of business entities.

Prerequisite: FIN 203

3 Hours, 1 Semester

ACCT 403 ADVANCED FEDERAL TAXES
This course will cover special topics in taxation, typically related to the taxation of individuals. Special attention will be paid to current events and tax law updates. Computer usage will be integrated.

Prerequisite: ACCT 402

3 Hours, 1 Semester

ACCT 404 AUDITING
A course designed to give the accounting student an understanding of auditing theory. Topics include generally accepted auditing standards, audit reports, professional ethics, fraud auditing, internal control, and sampling and evidence-gathering techniques.

Prerequisite: ACCT 242

3 Hours, 1 Semester

ACCT 480 ACCOUNTING FOR NON-PROFIT ORGANIZATIONS AND GOVERNMENTAL ENTITIES
This course gives the student an understanding of accounting for non-profit organizations and governmental entities. Special attention is placed on reporting requirements and governmental oversight.

Prerequisite: ACCT 404

3 Hours, 1 Semester
ART

ART 256 ART BEFORE THE RENAISSANCE
This course introduces famous works of art from the dawn of civilization to the Renaissance. It focuses on Western art and traditions, but also explores other cultures, such as the Far East. Studio experiences such as making drawings, paintings and sculptures are important aspects of the course.

3 Hours, 1 semester

ART 257 ART FROM THE RENAISSANCE TO 1870'S
This course introduces the famous works of art and architecture from the late 1400s to the dawn of the 20th century. This course examines painting, sculpture, and architecture in relation to their time and place to better understand their meaning and cultural significance. The focus is on Western art, but the text and class discussions will introduce works from other cultures such as the Middle East, India, China, and Japan. Comparisons will be made between different times and places, and the great masters of the Renaissance epoch will be examined in detail.

3 Hours, 1 Semester

ART 258 MODERN ART
Beginning with a review of Monet and Impressionism, this course explores the multiple and varied styles of painting and sculpture included under the title "modern art". Studio experiences including making drawings, paintings and sculptures are an important part of the course.

3 Hours, 1 Semester

ART 259 THE ESSENTIAL HISTORY OF AMERICAN ART
This course examines the development of American arts from colonial times to the present. The focus is on painting and sculpture which reflect who we are, what we value, and what we want to become. Great American masters are discussed in detail. Studio experiences including making drawings, paintings and sculptures are an important part of the course.

3 Hours, 1 Semester

ART 263 JEWELRY AND JEWELRY MAKING
Jewelry and Jewelry Making is a hands-on approach to learning about the history and how-to of jewelry and body adornment. Students will learn about the cultural significance of jewelry and complete several pieces of their own making. Beading, wirework, and repurposing materials will be part of this studio class. There is a lab fee associated with this course.

3 Hours, 1 Semester

ART 270 SPECIAL TOPICS IN ART
This course is offered on an occasional basis and addresses topics and themes of special interest not covered in the standard course offerings in art.

3 Hours, 1 Semester

ART 363 SCULPTURE
Introduction to sculpture is a studio course which will explore basic sculpture techniques including building, carving and casting a variety of materials such as clay, wire, wood and cement. Additionally there will be discussions of the artworks of famous modern America sculptors and their styles.

3 Hours, 1 Semester

ART 368 INTRODUCTION TO DRAWING
An introduction to drawing media and technique, with projects in line, value, texture, contour, composition, and perspective. There is a lab fee associated with this course.

3 Hours, 1 Semester

ART 369 INTRODUCTION TO PAINTING
An introduction to the practice of acrylic painting, with projects (still lifes, abstracts, self-portraits, landscapes) adjusted to the abilities of the student. There is a lab fee associated with this course.

3 Hours, 1 Semester

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) interpersonal communication, (2) inter/intra cultural communication, (3) group 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.

Prerequisite: BCOM 247

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, digital images, video, graphs and animations, students will create appropriate visual formats for pres-
entation of various types of publications. 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, working with the corporate board of directors, managing a media crisis, whistleblowers, systemic malfunctions, ethical communication, and the profit motive. Students will analyze real cases and propose and debate alternative solutions.

Prerequisite: MGMT 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

**BCOM 470 SPECIAL TOPICS IN BUSINESS COMMUNICATION**
A special topics course in communications will address a specific practice/theory/field within the communications discipline to offer students an opportunity to research the topic to develop a more in depth knowledge base of the topic. A special topics course will also address current trends in the field examining new practices, methodologies, and technology to keep students current in the field, and to pursue their specific areas of interest.

Prerequisites: HRM 213, MGMT 226, other contingent on special topic
3 Hours, 1 Semester

**BCOM 490 INTERNSHIP IN BUSINESS COMMUNICATION**
An internship acts as the capstone course for students selecting the business communication concentration. The objective of the course is to gain work experience in a communications related field or position. Examples include, but are not limited to, marketing, TV and radio broadcasting, sport management and promotion, newspaper reporting and editing, sales, special events and projects, human resources, project management, and on-campus opportunities. Students select an internship based on their personal interests and preferences. Each student is required to work 120 hours over the course of the semester, maintain a daily work log, and complete a comprehensive paper detailing his or her experience, as well as provide an analysis of research completed on a topic related to the field of communications.

Prerequisite: BCOM 247, BCOM 310, BCOM 311
3 Hours, 1 Semester

**COMMUNICATION**

**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

**CRIMINAL JUSTICE MANAGEMENT**

**CJM 209 CRIME, JUSTICE, AND SOCIETY**
This course will discuss the historical development of Policing, management of security organizations, and the relationships of the various criminal justice organizations.

3 Hours, 1 Semester

**CJM 210 CRIMINAL LAW AND PROCEDURE**
This course will provide an in-depth examination of the crimes and actions most encountered by the private industry and the public law enforcement officer. We will also examine recent court decisions. Students will become acquainted with concepts of search and seizure, individual restraint, and limitations of personal freedom and expression.

3 Hours, 1 Semester

**CJM 302 SECURITY INVESTIGATIONS: CONCEPTS, PRINCIPLES AND PRACTICES**
This course will cover investigative methodologies, financial and quantitative data analysis, investigative plans, multi-disciplinary teams, and best practices. Students will also examine legal and ethical duties and issues, use case study analysis to emphasize background verifications, employee misconduct, employee and external fraud, and joint investigations with law enforcement. Overall, students will understand how properly conducted investigations may be used as a risk management tool.

Prerequisite: CJM 209
3 Hours, 1 Semester

**CJM 333 PHYSICAL SECURITY: SYSTEM DESIGN, INTEGRATION AND CONTROL**
Physical security includes an assembly (combination) of security-related equipment, devices, and technologies, designated and arranged to signal (alert) personnel to negative (loss causing) event or circumstances. Topics to be covered in this course include controlling and monitoring the access of persons and vehicles, prevention and detection of unauthorized intrusions and surveillance, safeguarding negotiable documents, proprietary
information, merchandise, and buildings. Students will learn that critical to effective physical security is identifying and assessing the security (asset protection) requirements related to (anticipated) risks and threats to a given facility's perimeter, interior, and contents.

Prerequisite: CJM 209, CJM 210 3 Hours, 1 Semester

CJM 347 EMERGENCY PLANNING AND DISASTER MANAGEMENT
This course will cover topics such as risk identification and assessment of multi-hazards whether natural and man-made, violence in the workplace, development of crisis and disaster incident management programs, and business/agency continuation planning. Students will understand that natural and man-made hazards represent a threat to the financial welfare of a corporation/agency and the safety of its employees and visitors. Students will have the opportunity to be certified in many of the ICS levels as well as FEMA certifications.

Prerequisite: CJM 209 3 Hours, 1 Semester

CJM 390 INTERNSHIP
This internship will afford students the opportunity to apply the knowledge acquired in the classroom to the real world. The criminal justice management internship program works closely with the Washington Center at the Fisher Institute, Career Services, as well as independently placing students in convenient locations. A cumulative grade point average of 2.5 as well as 60 credits completed is required; the internship consists of 120 hours of work.

Prerequisite: CJM 209, CJM 210, CJM 302, CJM specializations only 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, as well as research emerging in the field of criminal justice. This course will emphasize qualitative and quantitative (analytical) approaches relevant to the accurate forecasting, identification and assessment of security-related issues, and concerns in multinational environments using problem-based learning as the primary instructional strategy.

Prerequisite: CJM 347, CJM specializations only 3 Hours, 1 Semester

DANCE

DAN 270 SPECIAL TOPICS IN DANCE
This course is designed to present topics of special interest not covered in the existing course listings for dance.

3 Hours, 1 Semester

DAN 283 DANCE FUSIONS
This course will act as an introduction to the fundamentals of dance. Students will explore traditional and non-traditional forms of dance through lecture, video, readings and physical movement explorations. The course will further students' knowledge of dance and its many entities, including the relationship to other art forms. History of dance as it pertains to modern day, as well as, time period parallels of the arts will be extensively explored. Students will also gain a better awareness and understanding of collaborative artistic efforts.

3 Hours, 1 Semester

DAN 287 MODERN DANCE
This course is an elementary-to-intermediate technique course in which students will focus on developing their personal movement vocabulary. Challenging themselves both mentally and physically through floor exercises, loco motor movement and choreographic combinations, students will gain a critical awareness of modern dance. Terminology from Laban Movement Analysis, including varying aspects of effort, shape, and space will be incorporated in each class and augmented with outside readings and research. In addition, students will work on flexibility, core strength, body awareness, musicality, and performance.

3 Hours, 1 Semester

ECONOMICS

ECON 221 PRINCIPLES OF MICROECONOMICS
An introductory course in microeconomics focusing on individuals as consumers, producers, and resource owners operating in a market system. The supply and demand model is used to analyze how prices and output are determined in both the product and factor markets. Decision making in the firm is studied under different market structures.

3 Hours, 1 Semester

ECON 222 PRINCIPLES OF MACROECONOMICS
An introduction to the macroeconomic concepts of employment, income, and output, with an emphasis on their measurement and determination. The impact of policy decisions on the business cycle is investigated.

3 Hours, 1 Semester
ECON 303 PRICES AND THE MARKET SYSTEM
From competitive market environments to bargaining power to monopoly and too-big-to-fail, this course in intermediate microeconomics is part of the core of the economics discipline. This course focuses on strategy, institutions, and evolution in game theoretic environments. Students develop competence in applying microeconomic models to explain economic decision-making by individuals and firms, how markets allocate resources, how the structure of markets affects choices and social welfare, and the ways that government intervention can improve or impair the functioning of markets. Real world examples and current issues are used to illustrate concepts and to strengthen understanding of the modern economic landscape.
Prerequisite: ECON 221, ECON 222 3 Hours, 1 Semester

ECON 304 INFLATION, EMPLOYMENT, AND NATIONAL INCOME
An intermediate macroeconomic course analyzing the determination of national income, employment, the price level, interest rates, and exchanges in the economy. Piece-by-piece, a theoretical model will be constructed that is capable of describing how each of these variables is determined. After the model is completed, the course investigates issues of business cycle theory, foreign trade, and macroeconomic policy. Special attention will be given to theoretical and policy debates.
Prerequisite: ECON 221, ECON 222 3 Hours, 1 Semester

ECON 305 LABOR ECONOMICS
This course is a senior level seminar concerning the historical role of labor in the American Economy. One of the major themes of the course will be the relationship between labor markets and political issues. We will be interested in the relatively stagnant wage growth of the last three (plus) decades and the rise of income inequality. Other topics of interest will be: (1) the role of Women in the US economy; (2) the issue of Race in shaping the historical development of capitalism in the US; and (3) the changing structure of labor in the Twentieth Century US American economy, and the rise of the “predator state.” We will seek to better understand these trends and to explain them through history, modeling, and theoretical and political analysis.
Prerequisite: ECON 221, ECON 222 3 Hours, 1 Semester

ECON 307 MONEY, BANKING, AND THE ECONOMY
This course focuses on the essential features and functions of money and credit in a capitalist economy operating with a fiat currency in a flexible exchange rate regime such as the U.S. economy. We study the role of the U.S. Federal Reserve Bank (The Fed), the U.S. Treasurer and the commercial banking sector in the U.S. economy, the banking and financial systems. The fundamental elements of financial markets, instruments and investments, and their links to the monetary and banking systems are examined. Special attention is given to the institutional structure and the accounting procedures through which the Fed and the Treasurer coordinate monetary policy. We examine the endogenous nature of crises and financial instability in capitalist economies. Here, we study the theories provided by prominent 20th century economists—Hyman Minsky and J.M. Keynes—whose names and theoretical contributions have been widely evoked during the 2008 Financial Crisis. We identify the causes and implications of financial crises, and understand possible policy solutions. Such policies emphasize the need to understand the recent evolution of the regulatory framework in the financial and banking industry.
Prerequisite: ECON 221, ECON 222 3 Hours, 1 Semester

ECON 412 INTERNATIONAL ECONOMICS
Global interconnectedness is an extremely important reality today. Global interconnectedness influences our individual lives every day. Very few enterprises can today insulate themselves from the influences of global developments. A main goal of this course is to develop an understanding of the international dimensions of our economy. Students will become acquainted with the economic analysis of the foundations of international trade and the impacts of trade on domestic and global economies. Impediments to trade are analyzed, such as tariffs, quotas, and market power of megacorporations. The course includes a study of global finance, the balance of payments, world debt, exchange rates, and the international monetary system. Contemporary real world issues and problems are emphasized.
Prerequisite: ECON 221, ECON 222 3 Hours, 1 Semester

ECON 415 URBAN AND REGIONAL ECONOMICS
Today many cities in the United States, such as Detroit, are in Great Depression-like circumstances while others such as Atlanta are flourishing. More locally the towns of Southbridge and Webster seem to struggle economically, while Sturbridge and Cambridge thrive. This course attempts to understand these phenomena. This course will focus on several topical issues, including: urban flight, suburban sprawl, urban work and labor markets, poverty, urban education, crime, urban sociology and psychology, and issues of race (e.g. discrimination and segregation). The course is intended to familiarize students with the basic issues and policies of urban and city life. The course integrates a political economic and sociological approach to urban issues, based upon reading contemporary books and texts.
Prerequisite: ECON 221, ECON 222 3 Hours, 1 Semester

ECON 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
EDUCATION

EDUC 245 FOUNDATIONS AND PHILOSOPHIES OF EDUCATION
The course introduces the American educational system. It acquaints the students with instructional practices by examining the historical and philosophical dimensions contributing to teaching methods and classroom structure. It also considers the impact of culture on students and their school systems as well as the socialization process necessary to bring equity to the classroom and to the instructional process. Segments of this course include a review of the legal aspects of education and discuss professionalism in the classroom. 20 hours of fieldwork required.
Prerequisite: EDUC 245
3 Hours, 1 Semester

EDUC 255 ENGLISH LANGUAGE LEARNERS
The English Language Learners Course, (SEI Teacher Endorsement course), focuses on current theories and evidence-based instructional practices related to the teaching of ELLs. This course is designed to promote continuous improvement in educator practice, and to build our pre-service teachers’ confidence and familiarity with research-proven practices for working with ELLs. Throughout the course effective research-based strategies will be modeled. Pre-service teachers will have the opportunity to practice the modeled strategies during their required 20 hours of fieldwork as well as in class. They will be able to analyze their practice to provide and receive feedback, and to reflect on their experiences. Through this cycle of reflective practice, our pre-service teachers will gain new skills, knowledge, and dispositions for the education of English Learners.
Prerequisite: EDUC 245
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.
Prerequisite: EDUC 245
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.
Prerequisite: EDUC 245
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.
Prerequisite: EDUC 245
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.
12 Hours, 1 Semester.

EDUC 490 PRACTICUM IN SECONDARY EDUCATION
This course is an introduction to teaching at the secondary 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.
12 Hours, 1 Semester.
ENGLISH

ENGL 105 EXPOSITORY WRITING
This introductory writing course is designed to build writing skills and to increase students' enjoyment of writing through extensive practice. The course focuses on teaching students to discover and develop ideas they wish to communicate, and then on the numerous technical skills necessary to make communication effective and engaging. Students will develop their voices, their styles, and their mechanics through multiple writing projects and through a focus on revision. Readings will illustrate the styles and organizational patterns of effective student and professional writers. Upon completion of this course a student will not be permitted to take ENGL 212 – Analytical Writing.

3 Hours, 1 Semester

ENGL 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. Upon completion of this course a student will not be permitted to take ENGL 105 – Expository Writing.

3 Hours, 1 Semester

ENGL 213 INTRODUCTION TO LITERATURE:
MORE WAYS THAN ONE
An introduction to the study of literature, the course will look at fiction, poetry and drama in a seminar format. In a discussion-intensive, reading-intensive course, students will look at a variety of books, built around a specific theme (like love and sex, heroism, or growing up, for example) or a specific period (such as Victorianism, or the 1960s, or the 1920s).

Prerequisite: ENGL 105 or ENGL 212
3 Hours, 1 Semester

ENGL 214 CULTURE AND IDENTITY IN LITERATURE
This course focuses on study of literature through examination of the work of people bound together by their ethnicity, culture, or identity. It will look at a single subject from year to year. Among the possible subjects are: Women's Literature, African-American Literature, Hispanic Literature, Asian, African or Latin-American Literature.

Prerequisite: ENGL 105 or ENGL 212
3 Hours, 1 Semester

ENGL 215 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 lives more wisely. The advent of Christianity changed the way the West looked at life; but medieval literature, while serious in its mission to teach Christian views, is filled with fun and fantasy. (We will read selected works from ancient times to the medieval ages.)

Prerequisite: ENGL 105 or ENGL 212
3 Hours, 1 Semester

ENGL 216 SHAKESPEARE AND HIS WORLD:
WORLD LITERATURE II
Not much is known about Gentle Will Shakespeare's life, which is ironic in the sense that he defined, in many ways, what it means to be a human being. This class will take a peek into how the period of time known as The Renaissance created our ideas about human life today. We will focus on the dramas of Shakespeare, plays that shape what it means to be human, plays that continue to pose questions to us: Is feeling more important than thinking? What happens to a person who attains great power? Does knowledge keep us from doing? Should we be loyal at all costs? We will look at a few of the great movies that have been made from these plays. (We will read selected works from The Renaissance and the 17th century.)

Prerequisite: ENGL 105 or ENGL 212
3 Hours, 1 Semester

ENGL 217 THE 18TH AND 19TH CENTURIES:
WORLD LITERATURE III
This course is an introduction to a period that produced many of the enduring classics of literature. It focuses on work from Europe, with some Asian and Middle Eastern material rounding it out. We will read Rationalists, Romantics, and Victorians and we will explore the ideas that join us and those that still drive us apart. (We will read selected works from the 20th and 21st centuries.)

Prerequisite: ENGL 105 or ENGL 212
3 Hours, 1 Semester

ENGL 218 THE MODERN WORLD THROUGH
LITERATURE: WORLD LITERATURE IV
Across the continents, themes like love, becoming an adult, and death are universal. Other topics are unique to just some countries and cultures. As globalization makes today's world smaller and smaller, this course will look at contemporary world literature to explore the ideas that join us and those that still drive us apart. (We will read selected works from the 20th and 21st centuries.)

Prerequisite: ENGL 105 or ENGL 212
3 Hours, 1 Semester

ENGL 310 THEMES IN LITERATURE
This course looks at literature gathered by theme. Each semester will be different. It will select from subjects like: the Literature of Business and Work, The Search for Identity, Good and Evil in Literature, the Literature of Love and Sex, Sport and Literature, Crime and Literature.

Prerequisite: ENGL 105 or ENGL 212
3 Hours, 1 Semester

ENGL 311 SIGNIFICANT PERIODS IN LITERATURE
The course examines the connections, as well as the diversities, of literature written at a particular time. Each semester will choose a particular focus. Examples include The American Renaissance, The Nineteen Twenties, The Sixties, Literature of the 21st Century.

Prerequisite: ENGL 105 or ENGL 212
3 Hours, 1 Semester
ENGL 314 THE PURSUIT OF HAPPINESS:
AMERICAN LITERATURE I
Starting before the United States existed; this course looks at the written and oral literature that defined America, from the time only Native Americans lived here through the middle of the Nineteenth Century. We will read the stories of slaves and settlers, Native Americans and newcomers, revolutionaries and artists. Included will be such authors as Edgar Allan Poe, Ralph Waldo Emerson, Henry David Thoreau, and Walt Whitman.
Prerequisite: ENGL 105 or ENGL 212 3 Hours, 1 Semester

ENGL 315 CREATING THE MODERN AMERICAN:
AMERICAN LITERATURE II
For a century and a half, American writers have been trying to understand and express what it means to live in the modern world. From Mark Twain to Ernest Hemingway to Toni Morrison, these authors examine love, sex, war, race, gender, conflict, and community in a country where life always seems racing to be faster, bigger, stronger and more complex.
Prerequisite: ENGL 105 or ENGL 212 3 Hours, 1 Semester

ENGL 319 SWIMMING INWARD, FLOWING OUTWARD:
INTRODUCTION TO POETRY
Poetry can be simple, maddening, inspired and inspiring, thunderous and soft, melancholy and raucous, intricate and still — in short, everything that we are. It is epic as Homer, seductive as a love sonnet; its forms are as various as human experience, its voice as personal as your own. Poetry is, at one and the same time, a mirror and a window, revealing to us our deepest selves and providing a way to see beyond ourselves. Introduction to Poetry offers an opportunity to explore words, life, and the relationships they can build.
Prerequisite: ENGL 105 or ENGL 212 3 Hours, 1 Semester

ENGL 320 FICTION WRITING
Muriel Rukeyser once wrote, “The universe is made of stories, not atoms.” Fiction Writing centers on making our own universes through the creation of story and on the discovery of the universe within each of us, the stories of which we are made. Through discussion and revision of their own work as well as the reading of published pieces, class members find their own voices, hone their skills, and release the energy of their own creative expression.
Prerequisite: ENGL 105 or ENGL 212 3 Hours, 1 Semester

ENGL 321 PROFESSIONAL WRITING
Intensive practice in a variety of approaches to professional writing tasks: memoranda, correspondence, proposals, and both brief and longer reports.
Prerequisite: ENGL 105 or ENGL 212 3 Hours, 1 Semester

ENGL 323 WRITING ACADEMICALY
This course is useful for all students wishing to improve and perfect their reading, writing, and critical thinking skills. Students will analyze passages to help them read more efficiently. They will learn the rules of grammar and punctuation in a meaningful way to allow them to write both correctly and effectively. This course will satisfy the Advanced Writing Requirement.
Prerequisite: ENGL 105 or ENGL 212 3 Hours, 1 Semester

ENGL 327 PLAYS AND PLAYWRIGHTS:
INTRODUCTION TO DRAMA
From Greece in 300BC to Broadway today, playwrights have taken on the daunting task of creating a slice of human drama that can be performed in (usually) three hours or less. We will read and watch a variety of plays to see how writers have created characters, wars, heavens, hells, pasts, and futures — and brought them to life on a tiny stage in front of a live audience. From classic to cutting edge, the themes of heroism, pride, sex, love, war, and the range of human experience are brought to life in every scene.
Prerequisite: ENGL 105 or ENGL 212 3 Hours, 1 Semester

ENGL 342 SPORTSWRITING
Using the sports programs at Nichols as well as issues and events in the larger sports world, students will develop the writing skills of bona fide sportswriters. The course will involve reporting on actual sports events, writing feature stories about athletes and their sports, and composing columns that combine good research with thoughtful opinion. Along the way, students will learn planning and interviewing skills and reinforce the foundations taught in their freshman writing courses.
Prerequisite: ENGL 105 or ENGL 212 3 Hours, 1 Semester

ENGL 344 NON-FICTION WRITING
This is a writing workshop course in which students will explore their own experiences and ideas while learning how to effectively share those ideas with readers. The course will focus on writing experiences including autobiography, profiles of others, creative literary non-fiction, and pieces that relate to world events and the society and culture around us. In addition to extensive writing, students will read model essays.
Prerequisite: ENGL 105 or ENGL 212 3 Hours, 1 Semester

ENGL 346 JOURNALISM
Designed for students interested in journalism and those who want to improve their written communication skills. Intensive hands-on work in various aspects of news writing combined with analysis of the influence of media’s role in the world.
Prerequisite: ENGL 105 or ENGL 212 3 Hours, 1 Semester

ENGL 411 MAJOR AUTHORS IN LITERATURE
This course will be the focused study of a single author or pair of authors. Each semester will have its own focus. The course will ask students to take an in-depth look at an author’s work, their world, their biography, and the critical reception of their work.
Prerequisite: ENGL 105 or ENGL 212 3 Hours, 1 Semester
ENGL 470 SPECIAL TOPICS IN ENGLISH
This course is offered on an occasional basis and addresses topics and themes of special interest not covered in the standard course offerings in English.
Prerequisite: ENGL 105 or ENGL 212  3 Hours, 1 Semester

ENGL 412 READING ACQUISITION IN CHILDREN’S AND YOUNG ADULT LITERATURE
This course will study theories and reading acquisition, along with strategies to develop effective pedagogy in middle and high school reading classes. It will be based on a survey of current research. It will focus on how to determine appropriate reading levels for disparate students and how to develop life-long readers.
Prerequisite: ENGL 105 or ENGL 212  3 Hours, 1 Semester

ENGL 481 SENIOR THESIS
Students complete this course in conjunction with any literature course they have taken. The course will be run similar to an independent study, in that students work one-on-one with a professor of their choice. By exploring an area of interest, researching their topic of literature, and reading multiple texts, students compose a paper of significant length to cap off their English major experience. Senior Standing only.
Prerequisite: ENGL 105 or ENGL 212  1 Hour, 1 Semester

ENGL 490 INTERNSHIP IN ENGLISH
Students will complete an internship in order to explore opportunities in publishing, journalism, marketing, communications, education, and a variety of other fields which welcome English majors’ skills.
Prerequisite: ENGL 105 or ENGL 212  3 Hours, 1 Semester

ENTREPRENEURSHIP

EPS 227 MANAGEMENT AND ORGANIZATIONAL BEHAVIOR FOR ENTREPRENEURS
This course will address the challenges of entrepreneurship within the context of the managerial process and organizational dynamics. Successful completion of this course will provide students with a basic understanding of the role of an entrepreneur as a leader and a manager and the tools for successfully managing the human resource side of a start-up company.
Prerequisite: MGMT 100  3 Hours, 1 Semester

EPS 378 ENTREPRENEURIAL MANAGEMENT
This course provides fundamental knowledge and skills in entrepreneurship which focus on the process of establishing and successfully operating a new business. Entrepreneurship is setting up a freestanding new business and accepting the risks of time, effort, and money associated with such a venture. Successful completion of this course will enable the student to craft an initial plan for the start-up of a new business, including a working knowledge of permits, fees and municipal registration requirements and the development of a simple business plan.
Prerequisite: EPS 227 or MGMT 226  3 Hours, 1 Semester

EPS 385 BUSINESS FINANCE FOR ENTREPRENEURS
The emphasis of this course is on the acquisition and management of entrepreneurial capital and funding and on the development and management of the fundamental accounting skills and tools and systems for small business owners. Successful completion of this course would enable the student to identify and apply for funding and to set up and operate the business and accounting systems necessary for the successful control of their business.
Prerequisite: FIN 203  3 Hours, 1 Semester

EPS 386 SALES AND MARKETING FOR ENTREPRENEURS
The emphasis of this course is on the development and management of successful entrepreneurial selling and marketing skills, e-commerce, and effective communication skills and tools for entrepreneurs. Successful completion of this course would enable the student to create and execute a successful marketing plan for the introduction of their business to the marketplace, including the virtual marketplace and would provide the student with the fundamental business communication tools and skill sets necessary for the operation of their company.
Prerequisite: MKTG 202  3 Hours, 1 Semester

EPS 480 ENTREPRENEURSHIP ACTION RESEARCH PROJECT
This capstone course will be oriented towards providing students with a capstone experience option of choosing either a semester research project approach, a “shadowing” opportunity in an entrepreneurial environment or a practicum which encourages a student-driven business start-up initiative.
Prerequisite: EPS 385, EPS 386  3 Hours, 1 Semester

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

FINANCE

FIN 203 PRINCIPLES OF FINANCE
General principles of business finance focusing on markets, analysis, interest rates, the time value of money, the valuation of securities and capital allocation within the firm.
Prerequisite: ACCT 238, MATH 117
3 Hours, 1 Semester

FIN 325 CORPORATE FINANCE
Analysis of long-term corporate financial decisions, including capital budgeting, cost of capital, leverage, dividend policy, debt and equity financing, working capital management, business combinations, and international finance.
Prerequisite: FIN 203
3 Hours, 1 Semester

FIN 330 INVESTMENTS
A study of investment principles and techniques including the investment environment, evaluation of securities, current practices in the securities/investments industry, and the formulation of investment objectives.
Prerequisite: FIN 203
3 Hours, 1 Semester

FIN 432 FINANCIAL PLANNING
An introduction to the financial issues that impact the lives of average people every day. The course covers money management, the rudiments of investing, personal tax, the fundamentals of life, health and property insurance, the tradeoffs between risk and return in investing, home ownership and mortgages, the pitfalls of consumer debt, retirement planning, and estate planning.
Prerequisite: FIN 203
3 Hours, 1 Semester

FIN 480 PROBLEMS IN BUSINESS FINANCE
A capstone course which expands upon corporate finance and investment concepts. Includes exposure to advanced financial theory. The case method of instruction challenges student teams to understand, evaluate, and solve real world business problems.
Prerequisite: FIN 325, FIN 330
3 Hours, 1 Semester

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. Enrollment eligibility is determined by prior language study.
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. Enrollment eligibility is determined by prior language study.
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.
3 Hours, 1 Semester

HIST 202 UNITED STATES HISTORY SINCE 1865
Beginning with Reconstruction, this course follows the evolution of American economic, political, and social development through reform eras, wars, and global emergence.
3 Hours, 1 Semester

HIST 207 WORLD CIVILIZATIONS I
This course considers the evolution of civilization from pre-historic beginnings to the 15th century through developmental stages including the rise of agriculture, the evolution of major civilizations, and the establishment of commercial and cultural ties.
3 Hours, 1 Semester

HIST 208 WORLD CIVILIZATIONS II
This course focuses on the five centuries after 1450 as technology and military and political organizations resulted in the creation of international trade systems and power alliances, leading to the decline in western imperialism and reemergence of major Asiatic civilizations.
3 Hours, 1 Semester

HIST 315 CONSTITUTION AND THE AMERICAN DEMOCRATIC TRADITION
This course will examine selected topics in American constitutional history from the founding period to the early 21st century. A significant component of this course is a detailed examination of the United States Constitution and the Massachusetts state Constitution, including their origins, interpretation, and evolution.
Prerequisite: HIST 118 or HIST 201 or HIST 202 or HIST 207 or HIST 208
3 Hours, 1 Semester

HIST 322 WOMEN IN AMERICAN SOCIETY
This course considers the role that women have played in American life from the colonial period to modern day. Special consideration will be given to such topics as the perceived role of women, their actual status and contributions in the Lowell mills, the Abolitionist movement, suffrage, and the 20th century civil rights movement.
Prerequisite: HIST 118 or HIST 201 or HIST 202 or HIST 207 or HIST 208
3 Hours, 1 Semester

HIST 339 HISTORY OF MODERN EUROPE SINCE 1815
This course considers the evolution of modern Europe, including the social, political and economic developments of major European nations from the fall of Napoleon’s Empire in 1815 to the present. Special emphasis will be placed on the Industrial Revolution, European nationalism and imperialism, the causes and effects of the world wars and the Cold War, the fall of Communism, and the drive toward European Union.
Prerequisite: HIST 118 or HIST 201 or HIST 202 or HIST 207 or HIST 208
3 Hours, 1 Semester

HIST 340 POLITICAL AND HISTORICAL LEADERS
This course examines leadership, behavior, and style, and its potential for contributing to change in business, governmental, and nonprofit organizations. How leaders interact with the climate of the organization and its situational context, both political and environmental, will be examined through case studies of important figures in political, business, and social history.
Prerequisite: HIST 118 or HIST 201 or HIST 202 or HIST 207 or HIST 208
3 Hours, 1 Semester

HIST 352 AMERICAN ECONOMIC HISTORY
This course traces the evolution of American economic life from its agricultural/rural origins and economy through the industrial revolution, the rise of industrial capitalism in the late 19th and early 20th centuries, the Great Depression era and its aftermath, to the emergence of our modern, post-industrial urban society of today.
Prerequisite: HIST 118 or HIST 201 or HIST 202 or HIST 207 or HIST 208
3 Hours, 1 Semester

HIST 355 CIVIL WAR
This course examines the Civil War and the process of rebuilding the nation at the end of America’s bloodiest war. It will cover the causes for the war, the principal battles, the political and military personalities involved, the war’s consequences, and explore why the Union emerged victorious.
Prerequisite: HIST 118 or HIST 201 or HIST 202 or HIST 207 or HIST 208
3 Hours, 1 Semester

HIST 356 THE AMERICAN WEST
This course focuses on the movement of people to the trans-Mississippi American West in the nineteenth and twentieth centuries. It will explore their impact on and interaction with the Native American people and the environment.
Prerequisite: HIST 118 or HIST 201 or HIST 202 or HIST 207 or HIST 208
3 Hours, 1 Semester

HIST 359 UNITED STATES HISTORY SINCE 1945
This course will survey key topics in American history since 1945. Topics include the Cold War, hot wars in Korea, Vietnam, and Iraq, the Cuban Missile Crisis, civil rights, feminism, the environmental movement, and politics and culture.
Prerequisite: HIST 118 or HIST 201 or HIST 202 or HIST 207 or HIST 208
3 Hours, 1 Semester

HIST 360 AMERICA AND VIETNAM
This course examines the U.S. experience in Vietnam from 1950 to 1975 and includes the conduct and controversies surrounding the war as well as the results for America and Southeast Asia.
Prerequisite: HIST 118 or HIST 201 or HIST 202 or HIST 207 or HIST 208
3 Hours, 1 Semester
HIST 369 WORLD HISTORY SINCE 1945
This course will survey key topics in world history since the peace settlements in Europe and the Far East at the end of World War II. Topics examined will include the political and economic structures of the peace of 1945, the role of the new United Nations, the causes of the Cold War, the Korean War, the end of European empires in Asia and Africa, crises over Cuba and Vietnam in the 1960s, the fall of the Iron Curtain, the emergence of the European Union, as well as tensions and war in the Middle East over oil, Israel, Iran and Iraq, and international terrorism.
Prerequisite: Prerequisite: HIST 118 or HIST 201 or HIST 202 or HIST 207 or HIST 208
3 Hours, 1 Semester

HIST 270/470 SPECIAL TOPICS IN HISTORY
This course is designed to present topics not covered in the usual program yet considered of value to the student of history.
Prerequisite: HIST 118 or HIST 201 or HIST 202 or HIST 207 or HIST 208
1 or 3 Hours, 1 Semester

HIST 480 SEMINAR IN HISTORY
This course will examine the history of historical writing, the use and evaluation of historical sources, why interpretations differ, and how historians are influenced by forces other than the facts. A research paper is required for this course.
Prerequisite: HIST 118 or HIST 201 or HIST 202 or HIST 207 or HIST 208
3 Hours, 1 Semester

HIST 490, 491 INTERNSHIP IN HISTORY
Qualified students who have departmental approval may apply for internships at Old Sturbridge Village (OSV), an early 19th century outdoor history museum. Such internships will be supervised by department members and OSV staff. Other internships may be possible as well.
Prerequisite: HIST 118 or HIST 201 or HIST 202 or HIST 207 or HIST 208
3 Hours, 1 Semester

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 will focus on day-to-day operations, addressing such issues as planning and scheduling, transportation and control of customers, layout and location of facilities, inventory management, reservation and pricing systems, quality and customer satisfaction, decision-making techniques, and process control and improvement.
3 Hours, 1 Semester

HSP 371 PERFORMANCE MANAGEMENT IN THE HOSPITALITY INDUSTRY
Products and services in the hospitality industry are remarkably similar. There are differences in quality and packaging but at the most basic level, a room is a room and a meal is a meal. It is People and Processes that create a competitive advantage in hospitality companies, to a much greater extent than in other industries.
In this course, you will learn how to lead your team to achieve above average performance. From the perspective of operations management, we will examine best practices in selection, training, performance management, recognition and compensation of hourly and salaried team members. From the same perspective of an operations manager, we will examine basic approaches to process improvement which will promote the maximum performance of your team.
Prerequisite: MGMT 226
3 Hours, 1 Semester

HSP 480 ISSUES IN HOSPITALITY MANAGEMENT
This capstone course would 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
This course is an upper level seminar concerning the historical role of labor in the American Economy. One of the major themes of the course will be the relationship between labor markets and political issues. We will be interested in the relatively stagnate wage growth of the last three (plus) decades and the rise of income inequality. Other topics of interest will be: (1) the role of Women in the US economy; (2) the issue of Race in shaping the historical development of capitalism in the US; and (3) the changing structure of labor in the Twentieth Century US American economy, and the rise of the “predator state.” We will seek to better understand these trends and to explain them through history, modeling, and theoretical and political analysis.

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

HRM 343 ASSESSMENT, STAFFING, AND EMPLOYMENT LAW
Today’s organizations must compete globally and their most important asset for success is a highly competent and effective workforce. This course focuses on how top businesses attract, hire, and retain the best and the brightest talent while respecting and protecting civil and employment rights.

Prerequisite: HRM 213
3 Hours, 1 Semester

HRM 344 DEVELOPING AND MOTIVATING HUMAN POTENTIAL
Hiring qualified talent is no guarantee that these employees will achieve their potential. Without nurturing, much of this talent will remain untapped and wasted. High performing workforces are the result of continuous development and effective motivational strategy. Based on sound motivational theory, this course examines why people work and what organizations should know and do in order to create winning teams.

Prerequisite: HRM 213 or PSY 151 or SOC 161 or SOC 165
3 Hours, 1 Semester

HRM 443 COMPENSATION AND BENEFITS
This course examines the relationship between rewards and performance on the job. Students will learn about the issues that influence how organizations set pay and benefits policies including executive bonus and deferred compensation plans. They will also examine how compensation differs by job level and by job location and how these factors contribute to decisions regarding outsourcing and off-shoring of jobs.

Prerequisite: HRM 213
3 Hours, 1 Semester

HRM 481 INTERNATIONAL HUMAN RESOURCE MANAGEMENT
Virtually every US company now faces competition from abroad, and the fortunes of most US firms, large and small, are inextricably bound to the global economy. Company HR Departments must have a global perspective to remain competitive. And all managers, especially HR professionals, must develop a sensitivity to global issues and practices. This course will focus on several aspects of human resources in a global context: labor practices in developing countries; multinational companies’ strategies in complying with international ethical principles; and how companies can manage global operations in a manner that results in a successful experience for both the employee and the firm.

Prerequisite: HRM 213
3 Hours, 1 Semester

HRM 490 INTERNSHIP IN HUMAN RESOURCE MANAGEMENT
The Internship in Human Resource Management will afford students an opportunity to apply the knowledge acquired in the classroom to practical situations at the internship site. Students will gain an appreciation for the dynamic nature of the workplace and will have an opportunity to participate in the implementation of human resource programs. 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 343, HRM 344
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 various aspects of countries around the world, with emphasis on current pressing world issues. Learn from guest speakers, listen to world music, learn basic French, Spanish, Russian, and Chinese. 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) digital media.

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. This course will not be offered after Fall 2013.

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.

Prerequisite: ITM 123

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 real world problems. This course will not be offered after Fall 2013.

3 Hours, 1 Semester

ITM 332 INFORMATION SECURITY
The goal of this class is to familiarize students with the dangers to information and technology and how to best defend against those threats. We will look at both how to anticipate breaches in security and response techniques should a breach occur. The class will cover risk management, including risk assessment and control. We will also analyze best practices, future threats and defenses, and the legal and ethical duties at hand. This course will not be offered after Spring 2014.

Prerequisite: ITM 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. This course will not be offered after Fall 2014.

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. This course will not be offered after Fall 2014.

Prerequisite: ITM 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.

Prerequisite: LSB 227

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. This course will not be offered after Spring 2015.

Prerequisite: 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. This course will not be offered after Spring 2015.
Prerequisite: ITM Core 3 Hours, 1 Semester

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, ECON 222 3 Hours, 1 Semester

IBUS 434 INTERNATIONAL MARKETING
An analysis of the international business and consumer environments and the development and implementation of marketing programs across business alternatives (e.g., direct investment, joint ventures, licensing). Topics include the roles of cultural, political, technological, economic, and legal aspects of marketing in an international environment, as well as how these affect the marketing mixes likely to be successful in various international markets.
Prerequisite: 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

IBUS 490 INTERNSHIP IN INTERNATIONAL BUSINESS
This internship enables students to apply the knowledge acquired throughout the program to the real world. The International Business internship program will work closely with the Fisher Institute, Career Services, and a growing list of international companies, as well as independently placing students in several locations, in the U.S. and abroad. A cumulative grade point average of 2.7 as well as 60 credits completed is required; the internship consists of 120 hours of work.
Prerequisite: IBUS 388 3 Hours, 1 Semester

INTERNERSHIP AND INDEPENDENT STUDY

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

BUSINESS ADMINISTRATION 490, 491 BUSINESS INTERNSHIP
An intensive program of work experience with a business or corporation. Combines both experiential learning with traditional academic work through required term essay and presentation of internship results to an appropriate class. Internships are available in Accounting, Business Communication, Economics, Finance, Management, 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 Academic Dean.

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

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

MANAGEMENT

MGMT 100 BUSINESS AND SOCIETY
This course provides an introductory understanding of business. Offered to all first-year and transfer students, regardless of intended concentration, the course defines business, explores the role of business in and its relationship to society, presents an overview of business management theories and practices, and previews the disciplinary functions of business, including accounting, finance, information systems, marketing, and human resources.

3 Hours, 1 Semester

MGMT 225 INTRODUCTION TO LEADERSHIP
This course looks at the qualities, competencies, values and behaviors that characterize effective leaders and how they are developed through training, education and life experience. Using contemporary leaders as models, students will investigate and evaluate how leaders, adapting to various situations, lead willing and motivated followers to achieve goals and objectives. Emphasis is placed on the role of leaders in setting and modeling ethical standards of behavior.

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 337 PROJECT MANAGEMENT
The purpose of this course is to introduce students to project management and how the role of project manager can enhance the success of both large and small projects within a business. Students will gain an understanding of the nine different project management knowledge areas and the five process groups: initiating, planning, executing, controlling, and closing, and apply these as a framework and context for managing information technology projects.
Prerequisite: EPS 227 or MGMT 226

3 Hours, 1 Semester

MGMT 356 OPERATIONS MANAGEMENT
This course provides a set of Operations Management concepts and tools for your use in managing your organization and in gaining competitive advantage. The course is structured to provide you with practical and relevant applications of these tools.
It recognizes the key role of processes in business and explores the elements which impact these business processes. It is equally suited for either the manufacturing sector or the service sector.
Key elements include operations strategy, process design and improvement and process layout, capacity management, technology, the role of quality and quality systems, and the management of the supply chain, including inventory, forecasting and scheduling.
Prerequisite: EPS 227 or MGMT 226, and ECON 221

3 Hours, 1 Semester

MGMT 378 ENTREPRENEURIAL MANAGEMENT
This course provides fundamental knowledge and skills in entrepreneurship which focus on the process of establishing and successfully operating a new business.
Entrepreneurship is setting up a freestanding new business and accepting the risks of time, effort, and money associated with such a venture. Successful completion of this course will enable the student to craft an initial plan for the start-up of a new business, including a working knowledge of permits, fees and municipal registration requirements and the development of a simple business plan.
Prerequisite: EPS 227 or MGMT 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-ethical aspects of international management in a global economy with multinational business enterprises.

Prerequisite: EPS 227 or 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: EPS 227 or 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 or MGMT 226 or EPS 227

3 Hours, 1 Semester

MGMT 429 CURRENT ISSUES IN MANAGEMENT
Since management knowledge continues to be augmented by new research findings, conceptualizations, and management experience, this course examines current issues and emerging trends in managerial theory and practice. The course affords the opportunity to study and treat topics not covered in other management major courses, and thus provides, in an ongoing fashion, the necessary program currency. Students are acquainted with the managerial issues of the day and with topics that represent leading edge managerial thinking and practice.

Prerequisite: EPS 227 or MGMT 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. This course is available to students with senior standing.

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 globally.

Prerequisite: MGMT 100

3 Hours, 1 Semester

MKTG 361 CONSUMER MARKETING
Examination of the consumer marketing process. This includes analysis and planning of consumer oriented 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 362 BUSINESS MARKETING
An examination of the process of marketing to business, institutional, and governmental markets, with a focus on business buyers and the development of appropriate marketing strategies for goods and services.

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 present a research project, including problem definition, questionnaire design, data collection, data analysis, documentation, and recommendation.

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. There is a strong focus on integrated marketing communications.

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 and consulting project.
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.
(Credits awarded for this course are in addition to the minimum graduation requirement)
Prerequisite: Two years of high school mathematics
3 Hours, 1 Semester

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
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.
Prerequisite: MATH 122, its equivalent, or four years of high school Mathematics including Precalculus
3 Hours, 1 Semester

MATH 191 CALCULUS II
A standard course in integral calculus. Topics include methods of integration, applications of integration, areas, volumes, and surface areas. Exponential, logarithmic, and trigonometric functions will be utilized. Practical applications of the material will be stressed.
Prerequisite: MATH 190 or its equivalent
3 Hours, 1 Semester

MATH 215 STATISTICS I
A first course in probability and statistics covering descriptive statistics, correlation, linear regression, probability, probability distributions, confidence intervals and hypothesis testing. Practical applications using the Microsoft Excel software package will be stressed.
Prerequisite: MATH 117 or MATH 122 or MATH 190
3 Hours, 1 Semester

MATH 229 CALCULUS III
A third course in calculus, covering infinite sequences, series, curves, surfaces in spaces, vectors, functions of several variables, and multiple integrals. Arc length, curvature, partial derivatives, Lagrange multipliers, and the introduction to differential equations are also potential topics.
Prerequisite: MATH 191
3 Hours, 1 Semester

MATH 348 LINEAR ALGEBRA
A traditional course in linear algebra covering systems of linear equations and their solutions, Gaussian elimination, linear independence, linear transformations, matrices, determinants, vector spaces, eigenvectors and eigenvalues.
Prerequisite: MATH 191
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.
Prerequisite: 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.

Prerequisite: MATH 191, 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 permutations 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.

Prerequisite: Will vary depending on the content of the course 3 Hours, 1 Semester

MUS 261 FUNDAMENTALS OF MUSIC
This is a beginning course in the fundamentals of music designed to develop basic music literacy. The course invites students to find meaning, pleasure, relevance, and inspiration in listening to and playing music. Students will have the opportunity to learn to play basic pieces on the piano, with attention to notes, timing, rhythm and dynamics. The only prerequisite for the course is a desire to learn to read and play music.

3 Hours, 1 Semester

MUS 262 MUSIC APPRECIATION I
This course traces the development of classical music from the 16th century to the 18th century. Musical elements, structures, instruments and composers from the Middle Ages, Renaissance, Baroque and Classical eras are examined. The Classical compositions presented will also be examined in the secondary context of today. Attending a planned, off-campus symphony concert is usually required.

3 Hours, 1 Semester

MUS 263 MUSIC APPRECIATION II
This course traces the development of music from Ludwig van Beethoven to the present time. Musical elements, instruments, structures and composers are examined in the context of the Romantic era, to present day classical music. The classical compositions presented will also be examined in the secondary context of today. Attending a planned, off-campus symphony concert is usually required.

3 Hours, 1 Semester

MUS 264 POPULAR MUSIC IN AMERICA
This course will study popular music in America from 1850 – 1950. A variety of popular music that mirrored the cultural, political, religious, and social practices of the time will be presented. Students will learn how popular music in the last half of the nineteenth century influenced the popular music of today. Attending a planned, off-campus symphony concert is usually required.

3 Hours, 1 Semester

MUS 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.
Prerequisite: 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 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 270/470 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 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.

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.

Prerequisite: Successful completion of MATH 117 or higher

3 Hours, 1 Semester

**PSY 462 SOCIAL PSYCHOLOGY**
This course examines the factors impacting human relationships. Emphasis is placed on interpersonal attraction, attitude formation, social perception and cognition, altruism, aggression, small group behavior, and social identity and influence.

Prerequisite: PSY 151

3 Hours, 1 Semester

**PSY 475 RESEARCH SEMINAR IN APPLIED PSYCHOLOGY**
Students will integrate the knowledge they have accumulated in their first three years as psychology majors through the development and investigation of their own applied psychology hypotheses. In collaboration with the instructor and classmates, students will proceed through the stages of research from hypothesis development to literature review, to proposing their research methods, to data collection, with the project culminating in written and poster session presentations of findings. This course is a core requirement for all psychology majors and satisfies the departments’ writing intensive and information literacy requirements.

Prerequisite: PSY 375

3 Hours, 1 Semester

**PSY 476, 477 DIRECTED INDEPENDENT STUDY IN PSYCHOLOGY**
This course involves independent and in-depth study of a specific topic in psychology. Students work on an individually supervised research project with a member of the psychology faculty.

Instructor and department chair permission is required.

**PSY 490 INTERNSHIP**
Students engage in individually supervised work-study arrangements and learn to apply psychological theory and principles in a work environment (e.g., day care center or mental health clinic). Students must work at least 10 hours per week on the job, meet periodically with a supervising faculty member, research literature related to the field of the internship, and prepare a substantive report on their internship experiences and the studies involved.

Prerequisite: PSY 151. This course is limited to juniors and seniors and requires the approval of a supervising faculty member and the department chair.

3 Hours, 1 Semester

**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 an additional option for students participating in the Washington Internship Program.

3 Hours, 1 Semester

**RELIGION**

**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

**SEMINAR**

**SEM 115 CURRENT ISSUES SYMPOSIUM**
Current Issues Symposia are theme-based, writing intensive courses that focus on a variety of historical, sociological, and cultural topics. These courses emphasize the research process and hone critical thinking skills.

3 Hours, 1 Semester

**SEM 139 FIRST-YEAR PROFESSIONAL DEVELOPMENT SEMINAR**
This course is designed to help students develop their knowledge, skills, and abilities to be successful in college. Topics covered during the semester include transition from high school to college, time management, note taking, test preparation, stress management, campus resources, health and wellness issues, study skills, career development, and critical thinking.

1 Hour, 1 Semester
SEM 229 SOPHOMORE PROFESSIONAL DEVELOPMENT SEMINAR
Second Year PDS centers on exploration of various majors and minors, and the role of education in a student’s life. Students also work on resume writing and research internship options. Development of the student portfolio begins in this course.
1 Hour, 1 Semester

SEM 339 JUNIOR PROFESSIONAL DEVELOPMENT SEMINAR
In the third year course, students will implement the skills learned in the first-year and sophomore professional development seminars. The course covers various aspects of the job search process. Students spend several weeks conducting mock interviews, which are evaluated by their peers. In addition, ethics and professionalism in the workplace are covered and the student portfolio is further developed. Post-graduation options are also explored.
1 Hour, 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 develop a personal financial plan. 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 upon and completed.
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 use of online learning sites. Enrollment eligibility is determined by prior language study.
3 Hours, 1 Semester

SPAN 127 SPANISH II
This Spanish course is designed for students who have already studied basic Spanish. The focus of the course is on expanding the students’ vocabulary, as well as covering more difficult grammar concepts including higher-level verb tenses such as present progressive and past tense. Communicative class activities will include pair and group work, interviews, and use of online learning sites. Enrollment eligibility is determined by prior language study.
3 Hours, 1 Semester

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

SMGT 297 SPORT PRACTICUM
The practicum is designed to provide students with the opportunity to gain firsthand experience in the business of sport. The course is structured to include weekly interaction and discussions with the professor which will focus on the student’s experiences and the practical application of management principles. Students are required to undertake 120 hours (8-10 hours per week) (throughout the semester) in a pre-arranged industry setting, or by students’ choice with departmental approval.

Prerequisite: SMGT 251

3 Hours, 1 Semester

SMGT 325 SPORT IN SOCIETY
This course examines the role of sports in North American culture and in a global context. The pervasiveness of sport in all areas of society will be investigated from a sociological perspective. Analysis of current issues impacting informal, organized, and professional sport will be considered. Attention will also be given to common characteristics within sport and society, including societal values and sport, social problems and sport, deviance, violence, politics, religion, the economy, mass media, ethnicity, nationality, and others.

3 Hours, 1 Semester

SMGT 367 SPORT MARKETING
This course provides the student with basic knowledge and understanding of sport marketing and promotions for intercollegiate, recreational, and professional sport. Marketing’s relationship to products and sponsorships, licensing, public relations, media, and special events will be emphasized. Students will get hands-on experience with database management and survey research.

Prerequisite: SMGT 251, 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 459 SPORT LAW
The application of legal principles is considered in relation to professional and amateur sports. Emphasis is placed on tort liabilities and risk management. Specific topics include negligence, duty of care, intentional torts, crowd management, contracts and constitutional law. Actual court cases relating to these principles are examined.

Prerequisite: SMGT 367, LSB 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 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.

Prerequisite: Will depend on course topic
3 Hours, 1 Semester

SMGT 480 SPORT MANAGEMENT SEMINAR
The sport management seminar is designed as a capstone course and provides an overview of the current and critical issues faced by sport organizations. Emphasis will be placed on the issues confronting sport managers as they operate businesses while also presenting the students with an understanding of the basic tenets of sport policy and governance. The course will use case studies to explore and analyze current issues and concepts from earlier coursework in the field. A senior thesis, focusing on the student’s area of interest, is required. Students will be guided through the process of designing individual works, conducting tests/measurements, and analysis and interpretation of results. The seminar is designed and recognized as a writing intensive course. Also, successful completion of the Sport Management Exit Exam is required.

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

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New England Association of Schools and Colleges:
Nichols College is accredited by the New England Association of Schools and Colleges, Inc. (NEASC), 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 has received specialized accreditation for its business programs through the International Assembly for Collegiate Business Education (IACBE), located in Lenexa, Kansas, USA. The business program in the following degrees is accredited by the IACBE. IACBE is located at 11374 Strang Line Road in Lenexa, Kansas, USA.

- Master of Business Administration (GPS)
- Associate of Business Administration (GPS)
Nichols College  
Dudley, Massachusetts 01571  
www.nichols.edu

From the North:  
Take I-290 to Auburn, where I-290 becomes I-395 South. Follow to Exit 4B (Sutton Road/Oxford Center). Turn right off ramp and stay in the right lane. Go straight through the light at Oxford Center (Cumberland Farms on right). Follow straight past light for 0.8 miles and take a left onto Dudley Road (produce stand is on the right). Follow this road for 3.7 miles, staying straight through a four-way stop sign. Dudley Road becomes Dudley/Oxford Road at the town line. Bearing right at the fork (pond on your right), continue on Dudley/Oxford Road for 2 miles through two stop signs, then straight onto the Nichols campus.

From the East & West:  
Take the Mass Pike to Exit 10 in Auburn and get on I-395 South. Follow directions from above.

From the South:  
Take I-95 North to I-395 North to Exit 2, (Webster) and turn left off the ramp. Go straight through the first set of traffic lights. Follow Rt. 12 South (Rt. 12 will turn left through Webster center). Continue through Webster center. After the railroad tracks, continue straight into Dudley. Stay in the right lane at the second set of lights after the tracks. Go straight through the lights onto Rt. 197 which is also West Main Street in Dudley. Stay on West Main Street (Rt. 197) until you reach a set of lights next to Cumberland Farms/gas station (on your right). Turn right directly after Cumberland Farms onto Airport Rd. Follow Airport Road and bear right at the four-way stop. (Dudley Hill Golf Club is on your right.) Take the first left onto Center Road and proceed directly on to the Nichols campus.

From Hartford, CT:  
Take I-84 East towards Boston. Take Exit 2 (Sturbridge/ Southbridge). When on exit ramp, keep right at the fork. Turn left onto Haynes Street. Turn right onto MA-131/Main Street. Proceed to rotary in Southbridge and take the first right onto MA-169/MA-131. You will pass through Dudley, Massachusetts, then enter Thompson, Connecticut for a short while. Bear left onto Rt. 197 at the set of lights in Thompson. You will re-enter Dudley, Massachusetts on Rt. 197. Turn left onto Center Road. Follow Center Road up the hill to the Nichols campus.

Aerial photo of campus on the back cover provided by Paul Zimmerman '62