

# 2019 - 2020 CATALOG



## Nichols College

*Learn. Lead. Succeed.*



Nichols College

*Learn. Lead. Succeed.*

2019–2020 CATALOG





This publication provides information concerning the programs at Nichols College and does not constitute a contract with the student.

The policies and procedures contained in the 2019-2020 Nichols College Catalog will remain in effect until June 30, 2020. 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 and will be communicated via written notice whenever possible or other means as appropriate.

**NICHOLS COLLEGE**

Center Road

P.O. Box 5000

Dudley, Massachusetts 01571-5000

Catalog of Nichols College

July 2019

Volume LI



# Nichols College Mission

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## President's Message



Dear Student,

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

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

The College boasts nearly 15,000 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 Nichols is listed by the Princeton Review for the fourth consecutive year as one of the best colleges in the Northeast in its 2019 "Best Colleges: Region by Region" and that 94% of our graduates complete their degree within four years.

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

Sincerely,

Susan West Engelkemeyer, Ph.D.



# Nichols College Mission

## 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, that is enhanced by the scholarship of practice and pedagogy.
- Integrates research and scholarship into the student experience with programs that cultivate and enhance professional skills and readiness.
- Develops the communication and critical thinking abilities, the ethical and cultural perspectives, and the necessary teamwork skills that are required of leaders in a global economy.

### Nichols College Educational Goals and Outcomes

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

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

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

#### I. Communication

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

#### II. Critical Thinking and Quantitative Analysis

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

#### III. Ethics and Personal Accountability

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

#### IV. Civic and Social Engagement

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

#### V. Leadership and Teamwork

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



# General Information

## DEGREE OPTIONS

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

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

### Business Administration (BSBA)

With concentrations in:

- Accounting
- Corporate Finance & Investments
- Criminal Justice Management
- Digital & Social Media Marketing
- Economics
- Finance
- Hospitality Management
- Human Resource Management
- International Business
- Management
- Marketing
- Marketing Analytics
- Sport Management

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

### Liberal Arts (BA)

With majors in:

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

## MEMBERSHIPS

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American College Health Association (ACHA)  
Association of Governing Boards (AGB)  
Association of Independent Colleges and Universities in Massachusetts (AICUM)  
Commission on Sport Management Accreditation (COSMA)  
Commonwealth Coast Conference (CCC)  
Council for Advancement and Support of Education (CASE)  
Massachusetts Association of Student Financial Aid Administrators (MASFAA)  
International Assembly of Collegiate Business Education (IACBE)  
National Association for College Admission Counseling (NACAC)  
National Association of Colleges and Employers (NACE)  
National Assessment of Educational Progress (NAEP)  
National Association of Independent Colleges and Universities (NAICU)  
National Association of Student Financial Aid Administrators (NASFAA)  
National Collegiate Athletic Association (NCAA)  
New England Association for College Admission Counseling (NEACAC)  
New England Commission of Higher Education (NECHE)  
The Association to Advance Collegiate Schools of Business (AACSB)  
The College Board  
The Council of Independent Colleges (CIC)  
The Tuition Exchange Program (TEP)

## HISTORICAL HIGHLIGHTS

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- 1815 Nichols Academy was founded by Amasa Nichols, a wealthy Dudley industrialist. Early benefactors of the Academy included Samuel Slater, “the father of cotton manufacture in the United States,” who owned mills in the adjoining town of Webster; and Hezekiah Conant, another leading textile manufacturer. Nichols Academy closed in 1909.
- 1931 Nichols Junior College of Business Administration was founded by James Lawson Conrad. The first junior college exclusively for men in the East, the college also became the first junior college in Massachusetts to receive the authority to grant an associate’s degree in business administration. Nichols was closed during the latter part of World War II.

- 1946 Nichols Junior College was reopened under James Conrad.
- 1958 Nichols was granted the authority to become a four-year college and to confer the degree of Bachelor of Business Administration.
- 1965 Nichols earned accreditation by the New England Association of Schools and Colleges.
- 1970 The Board of Trustees voted to admit women to Nichols for the first time since the Academy days.
- 1971 The College was granted authority by the Commonwealth of Massachusetts Board of Higher Education to grant the degrees of Bachelor of Arts, Bachelor of Science in Business Administration, and Bachelor of Science in Public Administration.
- 1974 Nichols was given authority to grant the degree of Master of Business Administration.
- 1980 Nichols established the Institute for American Values (renamed the Robert C. Fischer Policy and Cultural Institute in 1999) as a division of the College, providing a forum for the free exchange of ideas.
- 1998 Dr. Debra M. Townsley was named Nichols College's sixth and first female, president.
- Nichols established an innovative curriculum including a Current Issues Symposium and the Professional Development Seminars.
- 1999 The Educator Preparation Program (5-12) was re-established as an academic concentration.
- 2005 Nichols earned accreditation by the International Assembly for Collegiate Business Education.
- 2006 Nichols Student Government Association celebrated its 30th anniversary.
- The Fischer Institute celebrated its 25th anniversary.
- 2007 Nichols was given authority to grant the degree of Master of Organizational Leadership and the degree of Associate of Arts in General Studies.
- 2008 Nichols became a "GreenNCampus" to increase awareness of "green" initiatives.
- 2010 The Board of Trustees appointed Trustee Emeritus Gerald Fels as Interim President and formed a President Search Committee.
- Attendance at the Fischer Institute passed the 50,000 mark.
- 2011 Susan West Engelkemeyer, Ph.D., was officially installed as the 7th president of Nichols College.
- 2012 The Fels Student Center, named in honor of Gerald Fels '66 and Marilyn Fels, was dedicated on November 16, 2012.
- 2013 A Certificate in Entrepreneurship was initiated.
- The College received approval from the Massachusetts Board of Higher Education to retitle its Master of Organizational Leadership degree to Master of Science in Organizational Leadership.
- The Institute for Women's Leadership was established with the goal of developing the leadership potential of female students, and serving as a resource and authoritative voice on women's leadership for the community at large.
- 2014 The new Emerging Leaders program began with the introduction of the new LEAD 101 class.
- Nichols began the celebration of its Bicentennial.
- 2015 An academic building, designed to be LEED certified and providing state-of-the-art team-building classrooms, was dedicated on September 18, 2015.
- A significant renovation to the Recreation & Athletic Center opened in the fall.
- Nichols ends the celebration of its Bicentennial.
- The Legacy Campaign aiming to raise \$45 million was announced.
- The Leadership Early Acceptance Program (LEAP) was launched.
- The College receives approval from the Massachusetts Board of Higher Education to offer a Master of Science in Accounting.
- The Office for International Engagement was established with the goal of heightening awareness of our global initiatives, resources, and services for expanding the international reach of Nichols College.
- 2016 Two new academic programs were introduced: a Bachelor of Arts in Criminal Justice and a Bachelor of Arts in Communication.
- Nichols' environmentally conscious academic building was awarded LEED (Leadership in Energy and Environmental Design) Gold certification from the U.S. Green Building Council (USGBC), a national organization that certifies buildings that are "green" and sustainable, and protect the environment.
- 2017 Nichols earns accreditation from the Commission on Sport Management Accreditation (COSMA).
- The College receives approval from the Massachusetts Board of Higher Education to offer a Master of Science in Counterterrorism.



## COLLEGE RESOURCES

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### Faculty

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

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

### Students

Nichols College has an undergraduate enrollment of approximately 1,200 full-time and 100 part-time students. Nichols draws most of its students from in region, with 85% hailing from New England states, but the reach is also broad with 23 states and 15 countries represented in the student population.

77% of Nichols undergraduate students identify as white, 7% as black or African American, 8% as Hispanic, and 4% as two or more races.

76% of Nichols full-time undergraduates are residents, while 90% of new students typically choose to live on campus.

The College tracks retention and graduation rates each semester. These student success measures are examined and distributed internally via the College Retention Task Force and the Recruitment and Retention Committee of the Board of Trustees. This data is also reported to IPEDS annually. In 2018, Nichols reports a first-year retention rate of 74%, and a four-year graduate rate of 56%.

Nichols also participates in the National Survey of Student Engagement bi-annually. This student-response data is reviewed by the College Assessment Committee and President's Council.

### The Campus

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

### Major Buildings

Currently Nichols College owns and maintains 33 buildings and structures including administrative/academic buildings, residence halls, and student life buildings. The gross square footage for these buildings totals approximately 500,759 square feet. The oldest building on campus, the Guest House, dates back to 1792. The most recent addition is the Academic Building, which opened in 2015.

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

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

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

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

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

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

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

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

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

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

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

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

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

**Lombard Dining Hall 1974** The dining hall provides dining facilities for the campus community. In 2017, a multi-phase renovation commenced. The lower level houses the Department of Facilities Management.

**South Hall 2007** This single level building located within the heart of the residential community houses residential students in a traditional dormitory style. The building is also the home to Health and Counseling Services.

## Residence Halls

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

**Budleigh Hall 1932** Budleigh Hall is a historic traditional style residence hall located atop a small hill affectionately named “Budleigh Hill.” This residence hall accommodates 86 students.

**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 common room with television. Center Hall features double occupancy rooms and two quads 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 Beach I has a staff office and a market operated by Sodexo that is available to all students. Copper Beach II has a staff office and houses common vending and an ATM 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.

**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 offering double occupancy rooms. North Hall is the closet residence hall to the Athletic and Recreation Center. It overlooks the Francis J Robison Jr. Tennis Court Complex.

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

**Remillard Hall 2000** Remillard Hall accommodates over 200 students, making it the second largest residence hall on campus. It has two lounge/recreation rooms 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. In the summer of 2018, a common area kitchen was added off the main lobby.

**Shamie Hall 1991** Shamie Hall, the largest residence hall on campus, houses more than 360 students. All rooms have private bathrooms and individually controlled heating and cooling. Common lounges and common kitchens are located on each of the three floors with two small kitchenettes and one large common area kitchen added during a three summer renovation concluding in the summer of 2019. There is a staff apartment on the third floor.

**Winston House 1945** Winston House 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. The tennis courts underwent a complete renovation in 2014-2015. Located next to the Chalmers Field House, the complex includes a basketball court, a volleyball pit, and lighting to enjoy outdoor facilities into the evening.

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

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

## Off Campus

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

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

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

## STATEMENTS OF POLICY

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### 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.

### Emergency Closing/Early Release

Decisions to delay opening, to close, or suspend operations at Nichols due to adverse weather conditions or other emergency conditions will be made by the College's Senior Administrators.

When classes are canceled, delayed, or released early due to weather or another emergency situation, the administration emails all students, and posts alerts on the Nichols website, Facebook, and Twitter. In cases of extreme and sudden conditions, Nichols may use the text alert system to notify students. Students can also call the Nichols College "Snow Line" after 6:30 a.m. at 508-213-2452 to see if classes are canceled for the day.

Should severe weather or another emergency situation require cancellations of classes, announcements will be broadcast on: WBZ-TV (Channel 4 – Boston) and WCVB-TV (Channel 5 – Boston) and over radio stations serving central Massachusetts and northeastern Connecticut on: WBZ-1030 AM, WTAG-580 AM, WESO-970 AM, WINY-1350 AM, WSRS-96.1 FM, WXLO-104.5 FM

## Equal Opportunity

Nichols is an Equal Opportunity College

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

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

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

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

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

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

### Financial Audit Availability

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

### Jury Duty Policy

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

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

Students should carefully read all materials they receive with their summons to service. These materials contain helpful information about confirming, postponing, rescheduling, or relocating service,

and they address many of the most frequently asked questions. Jury duty is an important legal obligation, and those who fail to respond are subject to criminal prosecution.

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

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

### Religious Holidays Observance Policy

Any student who is unable, because of religious beliefs, to attend classes or to participate in any examination, study, or work requirement on a particular day shall be excused from any such examination, or study, or work requirement, and shall be provided with an opportunity to make up such examination, study, or work requirement which may have been missed because of such

absence on any particular day, provided, however, that such makeup examination or work shall not create an unreasonable burden upon the College. No fees shall be charged by the institution for making available to the students such an opportunity. No adverse effects shall result to any student because of these provisions.

### Sexual Misconduct Policy

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





# Admissions Policies and Procedures

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

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

## Interviews and Tours

There is no substitute for a campus visit when students are choosing a college. Tours are offered Monday through Friday at 9:30 a.m., 11 a.m., 1:30 p.m., and 3 p.m. To arrange a visit, students should call the Office of Admissions at 508-213-2203 or 1-800-470-3379 between 8:30 a.m. and 4:30 p.m. Alternatively, students may schedule a tour through the Nichols College homepage at [www.nichols.edu](http://www.nichols.edu). We will arrange a tour with one of our student ambassadors. Each tour time includes the opportunity to meet with a member of the admissions staff. If students have a special request to meet with a member of the faculty, athletic department, or to attend a class, we will do our best to arrange it.

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

## Admissions Profile

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

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: <i>Algebra I, Geometry, Algebra II, Advanced Mathematics, or their equivalents</i>	
Liberal Arts candidates .....	2 units
Recommended courses: <i>Algebra I and Geometry or Algebra II</i>	
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 a rolling admissions process, applicants are considered for admission as soon as their application files are completed. Applicants will need to submit the following to complete requirements for their application:

1. A completed application form must be filed with the Office of Admissions. There are two ways to submit an application for admission:
  - Submit your application online through our website, [www.nichols.edu](http://www.nichols.edu)
  - Apply via the Common Application at [www.commonapp.org](http://www.commonapp.org)
2. Have secondary school transcript(s) sent directly to the College. Preliminary evaluation can be done with an unofficial transcript. Home-schooled students should submit a self-certified transcript. Students applying through LEAP, Decision Day, or Early Action application options, must show grades 9-11 on the official transcript. Those applying as a Regular Decision candidate must also include the first marking period of senior year. The Office of Admissions may request additional documentation for any early applicant. Once an applicant decides to enroll, a final official secondary school transcript, including date of graduation, is required before a student may begin classes.

3. Submit a copy of test scores from either the Scholastic Aptitude Test (SAT) of the College Entrance Examination Board or the American College Test (ACT) of the American College Testing Program. Applicants should take these tests early in the senior year or in the spring or summer of the junior year of high school. In order to have test scores sent directly to Nichols College, enter our code as 3666 for SAT tests, or 1878 for ACT tests. Nichols has a test-flexible policy. If a student has over a 3.0 (85, B) cumulative unweighted GPA, he or she can choose to waive the test. A student below a 3.0 (85, B) can request an interview with a member of the Admissions staff in lieu of submitting test scores.
4. Have at least one academic recommendation from a guidance counselor or teacher sent directly to the College.
5. Send us a personal essay with a topic of their choosing.

### Conditional Admissions Policy

Any student who does not meet the traditional admissions criteria can be given special consideration with the Admission with Uncommon Potential Provision (UPP). Given the uncommon nature of this acceptance protocol, the College will admit no more than 10 students per start term via UPP.

Once recommended, UPP students are required to complete a satisfactory interview with a member of the UPP committee (Assistant Dean of Enrollment, Director of Student Success and Retention, Vice President for Enrollment, Assistant Dean for Learning Services), and complete one course at Nichols College as a non-matriculated student, with a grade of "C" or better. Courses must be approved by the UPP committee.

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

### Transfer Students

Those applying for transfer from another college will follow the same application procedure as outlined for first-time college students with the exception of a high school transcript and test scores. 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.

1. Transfer students who have received at least 24 college credits as a matriculated student at an accredited college or university taking non-remedial courses are not required to provide a high school transcript.
2. Transfer students who have received at least 24 college credits at an accredited college or university, or who have been out of high school for at least two years, are not required to submit SAT/ACT test scores.

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

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

### Articulation Agreements

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

### International Students

Applicants from foreign countries are expected to meet the same minimal educational background as that of students educated in the United States. To study at Nichols, proficiency in English must be documented. This requirement may be met a number of ways: by achieving scores of at least 72 (internet-based test) on the Test of English as a Foreign Language (TOEFL); or by achieving a

score of 6 or higher on the IELTS; through successful completion of an approved English language program; by acceptable scores on either the SAT or the ACT tests; through formal recommendation by English Language Program partner or other affiliate; or by graduation from an accredited English-speaking, non-distance-learning, secondary school with a college preparatory curriculum. Information on the TOEFL or the SAT may be obtained through the Educational Testing Service, Princeton, New Jersey 08540 USA.

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

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

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

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

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

### Undergraduate Adult Education Program

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

Prospective students will need to submit the following information:

1. A completed Nichols College Undergraduate Adult Education application accessible through Nichols.edu.
2. Official college transcripts from all accredited colleges the applicant has attended.
3. Students transferring less than 24 credits will also need to submit an official high school transcript.

### Veterans and Active Service Members

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.

Nichols College adheres to the U.S. Department of Education Readmission Policy for servicemembers. All reasonable effort will be made to promptly readmit mobilized or deployed servicemembers at the same academic standing and status.

### Readmission

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

### Alternative Methods of Awarding Credit

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

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

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

**Credit for Prior Learning** The CPL policy is particularly directed toward non-traditional students with several years of professional experience in their chosen field who aspire to complete the BSBA at Nichols. Up to 45 credits may be awarded for professional and experiential learning to matriculated students after evaluation of a portfolio, produced in the completion of a 3-credit course at Nichols, that clearly explains and documents any competencies or skills accrued outside of college classes which meet the criteria for college-level learning. The 3-credit course will be included in the total CPL.

The CPL Portfolio course will afford non-traditional students the opportunity to work closely with Nichols faculty to identify the experiences that may be applicable to CPL credits, and ensure that the content, assessment, and documentation of those experiences included in their portfolio is clearly aligned with college-level skills and Nichols course outcomes. Experiences that are likely to meet CPL criteria may include corporate or military training and courses; industry recognized certification programs; proficiency examinations; and select work, military, or volunteer service.

Each submitted portfolio will be reviewed by the CPL Coordinator in alignment with the *Council for Adult and Experiential Learning (CAEL)*, who established the model used in colleges nationwide as well as a set of best practices, policies, and procedures for Prior Learning Assessment (PLA). The Coordinator, after completing requisite workshops, will be a certified Prior Learning Assessor and earn a Certificate of Mastery in PLA. Under these guidelines, criteria, and rubrics, academic credit will not be awarded for having relevant experience nor will experiences such as corporate or military courses for which Nichols granted academic credit be double-counted as part of the CPL portfolio. CPL credits can only be earned for college-level learning that occurred outside of traditional college classrooms and will be posted as transfer credits. However, any CPL earned at other institutions may not be transferred to Nichols without completion of the portfolio course. For additional information, students are urged to contact the CPL Coordinator, Nora Luquer.

**International Baccalaureate** Students who receive a grade of 6 or 7 on the standard level exam, or a 5, 6, or 7 on the higher level exam, can receive college credit for that subject area.

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

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

### Acceptance and Confirmation Procedure for Day Students

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

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





# Student Finances

## FINANCIAL REGULATIONS\*

### UNDERGRADUATE DAY DIVISION

#### Tuition and Fees

##### Fall 2019 – Spring 2020 Per Year.

Tuition .....	\$34,615
Comprehensive Fee .....	\$1,100
Standard Room/Meal Plan* .....	\$14,250
Copper Beech Apt./Meal Plan* .....	\$14,754

Undergraduate courses and internships taken during the Summer semesters are not covered by Fall and Spring semester tuition. Undergraduate courses taken during the Summer of 2019 will be charged at a rate of \$350 per credit. Internships taken during the Summer of 2019 will be charged \$175 per credit.

Undergraduate Adult Students (those coded as UGA) will be charged at a rate of \$350 per credit, not including textbook costs and lab fees. There is no parking fee for UGA students.

Graduate MBA/MSOL courses excluding course BUS-510 will be charged at a rate of \$725 per credit. Graduate course BUS-510 will be charged at a rate of \$700 per credit. Graduate MSA courses will be charged at a rate of \$775 per credit.

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

#### Scope of Tuition

Tuition for full-time day students covers a course load ranging from 12 to 19 credit hours per semester. A course load in excess of 19 credit hours requires prior academic approval and will be subject to an overload charge. The overload charge is 1/15 of the full time day semester rate per credit hour (the 2019-2020 overload rate is \$1,155 per credit hour).

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

## Bilateral Exchange

### Costs

Students will be charged the appropriate Nichols College tuition and fees associated with course enrollments, excluding the parking fee and with a reduced comprehensive fee for the exchange semester. These charges will be placed on the student account and paid directly to Nichols College.

Students will be charged by the bilateral exchange partner school for the appropriate housing costs and any fees related to the exchange program.

Students will be expected to pay the exchange partner school directly for all housing deposits, application deposits, and security deposits as required. Students are responsible for meals if not included in the exchange partner housing program.

Students are responsible for any costs related to passports, visas, airfare, personal expenses, books and supplies, transportation, independent travel, and entertainment expenses. Students are responsible for any costs for optional programs or trips that may be offered by the bilateral exchange partner.

### Financial Assistance

Students on bilateral exchange will be able to utilize any federal, state, and/or outside scholarships they are eligible to receive.

Students on bilateral exchange will be able to utilize endowed scholarships\* and non-endowed scholarships, including Merit if eligible.

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

## Internships

### Costs

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

Unless otherwise arranged through a Nichols International Internship program, students will need to directly pay for all costs charged by internship placement companies, application deposits, program deposits, and security deposits. Students are also responsible for any costs related to passports, visas, airfare, personal expenses, books and supplies, transportation, independent travel, and entertainment expenses. Students are also fully

responsible for housing and/or meals if not included with the program. Students are responsible for any costs for optional programs or trips that may be offered by the program.

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

### Financial Assistance

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

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

<sup>2</sup> *Non-endowed Nichols College scholarships may only be used when appropriate Nichols College tuition is charged as part of the billing structure of the internship program.*

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

## Study Abroad

### Costs

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

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

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

### Financial Assistance

Students are not eligible for institutional scholarships and/or grants while studying abroad. Eligible students will be able to utilize scholarships from Nichols College that are classified as endowed scholarships\*.

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

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

## Deposits and Fees

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

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

**Graduation Fee** A \$200 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 Fee (Returning Students)** Any student that participates in the housing lottery selection process that withdraws from housing after the stated deadline (Fall 2019 deadline is September 6, 2019; Spring 2020 deadline is January 17, 2020) will be charged a \$250 housing fee.

**International Internship Fee** Students participating in cohort or individual international internships will be charged a \$500 international internship fee.

**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)
- A payment plan set up through the Self-Service portal that covers the semester charges
- 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 \$140 parking fee will be assessed each semester to all day students who are issued a parking decal. (UAEP students are not charged this fee.)

**Comprehensive Fee** A \$550 per semester fee will be charged to all day students. 40% of this fee is passed directly to our Student Government Association to use at their discretion. The remaining portion is to offset the increasing expenses we incur providing the facilities, technology and services all across campus that our students need and deserve.

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

**Tuition Deposit (New Students)** A tuition deposit of \$250 is required. (See Admission Policies and Procedures/Acceptance and Confirmation Procedure for Day Students for refund regulations, page 15.)

## Health and Accident Insurance/Health Insurance Premium

State law requires all students enrolled in nine or more credit hours in a semester to be covered by health and accident insurance. Nichols College offers the Student Accident and Health Insurance Policy through Blue Cross Blue Shield for those students who are not covered by a personal or family policy. The College assumes no liability for sickness or injury incurred by students who fail to have the necessary personal or family health insurance coverage. Students participating in intercollegiate athletics are provided additional coverage for injury by a group rider purchased on behalf of the student by the College. Health insurance is state mandated and is subject to state regulation changes at all times.

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

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

The policy information and rates are posted online.

## Payment Schedule

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

## Withdrawal Procedures and Policies

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

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

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

Official withdrawal from the College requires the student to complete an official withdrawal form. The form is available as an eForm on the myNichols portal.

- Non-attendance does not relieve a student of his/her financial obligations nor entitle a student to a refund.
- The effective date of withdrawals that occur prior to the last day of classes is the date of last academic attendance.
- Withdrawals that are to be effective during the current term must be completed by the last day of classes.
- It is the responsibility of the student to read and understand the entire withdrawal and refund policy. Questions regarding the financial impact of the withdrawal should be directed to the Student Financial Services. It is STRONGLY suggested that students visit or speak with Student Financial Services PRIOR to withdrawing from Nichols College.

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

**Resident Students Upon Withdrawal** Any resident student who plans to withdraw should immediately contact ResLife@nichols.edu OR visit the Office of Residence Life in Fels 301 regarding the date and time of his/her departure. Students have 24-hours after withdrawing to remove their belongings, to formally check out of their rooms, to return their residence keys, and to turn in their student ID cards.

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

**Application of Refund Policies** After the withdrawal, Nichols College will complete calculations for refunding institutional charges and financial aid and complete a financial audit on the account. These calculations may take up to 45 days to complete.

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

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

## Withdrawal Policy and Refund Schedule

### Federal & State Financial Aid

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

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

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

The 60% dates for the 2019-2020 year based on the date of last academic attendance:

Fall Term: November 4, 2019 (If you attended a class(es) on or after this date then financial aid does not need to be pro-rated.)

Spring Term: March 12, 2020 (If you attended a class(es) on or after this date then financial aid does not need to be pro-rated.)

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

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

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

#### Disclaimers:

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

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

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



## Institutional Charges and Institutional Financial Aid Chart for the 2019-2020 Academic Year:

Date of Last Academic Attendance	% Tuition, Room, Meal Returned <sup>3</sup>	Deposits	Financial Aid
<b>Prior To Term</b>	100%	All Deposits are forfeited	All aid cancelled
Class Days: 1-5 Fall Term: 9/2/19 to 9/6/19 Spring Term: 1/13/20 to 1/17/20	100% <sup>1,2</sup> \$500 processing fee will be applied	All Deposits applied to account <sup>1</sup>	All aid cancelled
Class Days: 6-10 Fall Term: 9/9/19 to 9/13/19 Spring Term: 1/21/20 to 1/27/20	75% No fees returned	All Deposits applied to account	Institutional aid: 75% returned Federal/state aid: per day pro-rate
Class Days: 11-15 Fall Term: 9/16/19 to 9/20/19 Spring Term: 1/28/20 to 2/3/20	50% No fees returned	All Deposits applied to account	Institutional aid: 50% returned Federal/state aid: per day pro-rate
Class Days: 16-20 Fall Term: 9/23/19 to 9/27/19 Spring Term: 2/4/20 to 2/10/20	25% No fees returned	All Deposits applied to account	Institutional aid: 25% returned Federal/state aid: per day pro-rate
Class Days: 21+ Fall Term: 9/30/19 and after Spring Term: 2/11/20 and after	0% No fees returned	All Deposits applied to account	Institutional aid: 0% returned Federal/state aid: per day pro-rate through the 60% date

<sup>1</sup> The \$500 withdrawal processing fee will not be applied to the accounts of students who did not check-in and did not attend classes. However, if the fee is not applied then the deposit will be forfeited.

<sup>2</sup> For withdrawals during the first 5 class days, the meal plan amount will be fully refunded with the exception of any monies spent on Bison Bucks. The total Bison Buck monies spent will be added as a charge to the student account.

<sup>3</sup> If the date of notification of the withdrawal is more than 24 hours later than the date of the last academic attendance, then Nichols College reserves the right to charge room and/or board fees for the additional days at a rate of \$50 per day.

All policies are subject to change at any time.

**Servicemembers** As per the Higher Education Relief Opportunities for Students (HEROES) Act of 2003, Nichols College will employ flexible policies for course extension and withdrawal toward servicemembers who are mobilized or deployed while taking courses, in order to ensure that servicemembers who are financial aid recipients are not placed in a worse position financially because of their military status.

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

1. To request an appeal, students must download the Refund Appeal Form, complete it within ten days of dropping the course, and return the form with appropriate supporting documentation to the Program Chair. Note: Only Refund Appeal Forms that include documentation will be subject to a review.
2. When completed forms with documentation are filed with the Program Chair, the case will be reviewed by a Refund Appeal Panel comprised of representatives from the UAEP, the Faculty, and/or Financial Services. The student will be notified by email at their nichols.edu address of the Panel's decision. All decisions made by the Refund Appeal Panel are final.
3. After a Refund Appeal is approved or denied, students may bear some financial responsibilities to Nichols College or Financial Aid.

## Refund Checks Due to Excess Financial Aid

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

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

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

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

## General Policy

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

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

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

## Statement of Student Financial Responsibility

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

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

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

## Financial Resources

**Monthly Payment Plan** Nichols College offers a monthly tuition payment plan through the Self-Service portal. Monthly payment plans help to stretch a student's remaining balance over 3, 4, 5, or 6 months. There is a nominal fee each semester to set up a plan.

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

## FINANCIAL AID

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

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

## The Financial Aid Application Process

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

## The Financial Aid Award

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

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

## Application Deadlines

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

## Other Requirements

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

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

## NICHOLS COLLEGE-FUNDED STUDENT AID PROGRAMS

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

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

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

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

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

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

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

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

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

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

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

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

- Nichols Opportunity Grant
- Dr. Quincy Merrill Leadership Grant
- Hezekiah Conant Leadership Grant
- Women in Enterprise Grant
- Nichols Success Grant
- Emerging Scholars Award
- Academic Incentive Merit Scholarship

## 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.

**Alexander/Sargent Scholarship** This scholarship, named for Trustee Constantine Alexander and his wife, is given to an incoming or continuing student who demonstrates financial need and academic achievement or community service.

**Keith T. Anderson '81 Endowed Scholarship** This scholarship is awarded to a Nichols College student who is enrolled in the 3+1 Program and intends to obtain a Master of Science in Accounting degree.

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

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

**Robert E. Beckwith '64 Endowed Scholarship** This scholarship is awarded to a returning student who demonstrates a significant improvement over his/her high school academic performance. The scholarship is renewable for subsequent years if the student remains in good standing and continues to outperform.

**Bedard Family (David '86 and Ellen '87) Endowed Scholarship** Preference criteria: returning sophomore or junior who majors in a business field, maintains a GPA of 3.0 or higher, actively participates in the campus community, and is a resident of western or central Massachusetts. The scholarship is renewable for subsequent years provided the recipient continues to meet the criteria and otherwise remains in good standing.

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

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

**Board of Advisors Endowed Scholarship** This scholarship is given to a full-time rising junior or senior who demonstrates financial need, academic achievement with a GPA of 3.0 or higher, and leadership involvement. Applicants are required to submit a written statement on their leadership experience. The scholarship is renewable for a subsequent year provided the recipient remains in good standing and continues to meet preference criteria.

**Bob and Heather Brown Memorial Scholarship** This scholarship, established by Trustee James Brown '87 in memory of his parents, is awarded to a graduate of Billerica Memorial High School or Chelmsford High School who intends to complete his/her degree at Nichols College. The scholarship is renewable for subsequent years provided the recipient remains in good standing.

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



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

**Class of '54 Scholarship** The recipient of this scholarship must live on the Nichols College campus. Scholarship selection is based on current Nichols College GPA, demonstrated financial need, and commitment to Nichols College.

**Class of '57 Endowed Scholarship** This scholarship is awarded to a current sophomore entering the junior year who has shown steady improvement in GPA and an increasing commitment to the Nichols College community through student and local activities.

**Class of '63 Endowed Scholarship** This 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, including positive civic activities in the Greater Dudley/Webster/Southbridge area. Special consideration is given to students who have been honorably discharged from any of the five U.S. Military Armed Services. The award is renewable for up to three years.

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

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

**Class of '66 Endowed Scholarship** The recipient of this scholarship is a rising sophomore, junior or senior who is majoring in accounting, finance, marketing or management; special preference is given to commuter students and special consideration is given to students who have been honorably discharged from any of the five U.S. Military Armed Services. The scholarship is renewable for up to two years, as long as the student remains in good standing and continues to meet award criteria.

**Class of '67 Endowed Scholarship** This scholarship is awarded to a returning sophomore who successfully completes the first year, demonstrates financial need, and plans to graduate from Nichols College.

**James '67 and Nancy Coghlin Endowed Scholarship** The scholarship is given to an incoming or transfer student from a four-year institution who has keenly given back to his/her school and/or community prior to college acceptance and intends to actively participate in the campus community and graduate from Nichols College. Special consideration is given to students who seek an opportunity to recommit to their education. The scholarship is renewable for subsequent years provided the recipient is in good standing and continues to meet preference criteria.

**Class of '68 Endowed Scholarship (in memory of Sgt. Mark W. Grigsby)** This scholarship is given to a current undergraduate student who is an active member or veteran of the U.S. Military Armed Services, or, secondarily, a military-related family member, and who plans to graduate from Nichols College. The scholarship is renewable for subsequent years provided the recipient continues to meet preference criteria and remains in good standing.

**Class of '86 Endowed Scholarship** This scholarship is awarded to a returning student, either a sophomore or junior, who is majoring in a business specialization, maintains a GPA of 3.0 or higher, and actively participates in the campus community. The scholarship is renewable for subsequent years provided the recipient continues to meet preference criteria and remains in good standing.

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

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

**Stephen A. Davis '80 Endowed Scholarship** This scholarship supports an incoming or returning student from Western Massachusetts (Franklin, Hampden, or Hampshire counties.) The scholarship is renewable for subsequent years provided the recipient remains in good standing and continues to meet preference criteria.

**Rick DeCrosta '72 Endowed Scholarship** Established by family, friends, and classmates in memory of Rick DeCrosta, the scholarship is given to a returning student from the greater New Haven area who majors in finance or marketing. The scholarship is renewable for subsequent years provided the recipient remains a full-time student in good standing.

**Dillmeier Family (William Jr. '61 and William III '90) Endowed Scholarship** This scholarship is given to a returning, full-time student who majors in finance or accounting and actively participates in the campus community. Special preference is given to residents of the states of Maine, Washington, New Jersey, Pennsylvania and the balance of New England states. The scholarship is renewable for subsequent years if the student remains in good standing and continues to meet preference criteria.

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

**Ed Donahue '72 and Karen Jankowski Endowed Scholarship**

Preference criteria for this scholarship: a returning commuter student from Dudley or the surrounding area who majors in accounting or finance. The scholarship is renewable for subsequent years provided the recipient remains a full-time student in good standing.

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

**J. L. Dunbar Family Scholarship** The scholarship is given to an incoming or returning student who plans to graduate from Nichols College and who demonstrates financial need. The scholarship is renewable for subsequent years provided the recipient remains in good standing.

**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.

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

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

**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 '04. The recipient must be a rising junior or senior with at least 60 hours of course-work completed. The student must concentrate in general

business or major in communication. The selection will be determined by committee and will be based on academic achievement and service to the Nichols College community.

**William and Lynne Gillen Endowed Scholarship in Honor of Professor Jay Price**

Established by parents of a 2017 graduate, the scholarship is awarded to an incoming or returning student who plans to graduate from Nichols College and who demonstrates financial need. The scholarship is renewable for subsequent years provided the recipient remains in good standing.

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

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

**Jeffrey A. Halprin Liberal Arts Scholarship** This scholarship, named for English Professor Jeff Halprin, is given to a sophomore, junior, or senior who excels in a liberal arts major, as measured by a 3.3 GPA or above. The scholarship is renewable for subsequent years provided the recipient remains in good standing and continues to meet preference criteria.

**John M. Harrison '68 Endowed Scholarship** This scholarship is awarded to an incoming or returning student who enters Nichols with or maintains a GPA of 3.0 or greater. The scholarship is renewable for subsequent years provided the recipient remains in good standing and continues to meet preference criteria.

**G. Arnold Haynes '50 Endowed Scholarship** The scholarship is awarded to a new or returning student who demonstrates financial need and intends to graduate from Nichols College. The scholarship is renewable for subsequent years provided the recipient remains in good standing and continues to meet preference criteria.

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

**Hertzfeld Study Abroad Endowed Scholarship** This scholarship aids a student participating in a college-approved study abroad program. The award will serve as additional aid, not in lieu of existing financial aid, and is to be awarded during the semester of the study abroad experience.

**Barry D. Hogan '67 Endowed Scholarship** The recipient of this 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.

**Pat and Al Houston Endowed Scholarship** This scholarship, created by Al Houston DBA (Hon.) '16, former Nichols College trustee, and his wife, is awarded to an incoming student, one male and one female. The scholarship is renewable for subsequent years provided the recipient remains a full-time undergraduate student 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.

**Jeff and Kristin Johnson Endowed Scholarship** Established by Jeff Johnson '90, this scholarship is given to a rising sophomore who has demonstrated a marked improvement from the first semester to the second semester based on GPA and college involvement; preference is given to students from Charlton, Sutton, Oxford, Webster, Dudley or Worcester. A statement citing a reason for the improvement is required. The scholarship is renewable for subsequent years provided the recipient remains in good standing and maintains at least a 3.0 GPA.

**Justinian Council Seniors '65 Endowed Scholarship** Established by classmates who served in the Justinian Council (former Student Government Association), this scholarship is awarded to an incoming or returning student who plans to graduate from Nichols College and who demonstrates financial need. The scholarship is renewable for subsequent years provided the recipient remains in good standing.

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

**Lafayette Keeney '49 Endowed Scholarship** This scholarship, established in memory of Mr. Keeney by his friends and family, is given to a deserving Nichols student. The scholarship is renewable for subsequent years provided the recipient remains in good standing.

**Keller Family Endowed Scholarship** This scholarship, established by Robert Keller '69, is given to a deserving new or returning student, preferably from Long Island, who has a desire to continue his/her education at Nichols College. The scholarship is renewable for subsequent years provided the recipient remains in good standing and continues to meet preference criteria.

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

**Thomas and Terri Lodge Endowed Scholarship** This scholarship, established by Trustee Thomas Lodge '79, is given to a returning student who is majoring in accounting and who demonstrates financial need. The scholarship is renewable for subsequent years provided the recipient continues to meet the criteria and remains in good standing.

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

**Michael A. Lukasek Scholarship** Preference criteria for this scholarship: an incoming freshman student at Nichols College who has declared accounting as his/her program or concentration and has demonstrated strong academic performance in high school. The scholarship is not renewable.

**Kathleen M. MacPherson Endowed Scholarship in Business Administration** Established by Robert P. MacPherson '71 in honor of his wife, the scholarship is awarded to a returning student with a GPA of 3.0 or higher with a major field of study in one of the following disciplines: accounting, finance, economics, human resources, business management, information technology, or operations management. The scholarship is renewable for subsequent years provided the recipient remains in good standing and continues to meet preference criteria.

**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.

**McClutchy Family Scholarship** Established by Trustee John McClutchy Jr. '72, this scholarship will be given to a student from Kolbe Cathedral High School, and may be awarded at the discretion of the Director of Financial Assistance to any student who has financial need or who is experiencing financial hardship.

**John H. McClutchy, Jr. '72 Endowed Scholarship in Honor of Professor William Steglitz** This scholarship is given to a student who demonstrates financial need and an aptitude for quantitative analysis; preference is given to a graduate of one of these high schools: Thompson (public or parochial); parochial schools in Windham/ Worcester counties; Shepherd Hill; Bartlett; Southbridge; Burrillville; and public schools in Windham/ Worcester counties. The scholarship is renewable for subsequent years provided the recipient remains in good standing.

**Nichols Academy Scholarship** This scholarship is awarded to sophomores, juniors or seniors at Nichols College who are residents of Webster or Dudley, and who have a GPA of at least 3.0. Recipients are selected based upon financial need and involvement in Nichols College and the surrounding community.

**Thomas H. Niles '63 Endowed Scholarship** Preference criteria for this scholarship: a rising junior or senior who demonstrates financial need, is employed by Nichols College as a student worker and performs above and beyond his/her responsibilities in support of the College. The scholarship is renewable for a subsequent year provided the recipient remains in good standing and continues to meet the preference criteria.

**Patel Family Endowed Scholarship** Established by friends and family in memory of Dr. Suryakant (Sam) Patel, former trustee and college physician, this scholarship is given to an incoming first-year student from Webster or Dudley who demonstrates financial need. The scholarship is renewable for subsequent years provided the recipient remains in good standing.

**Raymond C. Pecor '59 Scholarship** This scholarship is awarded to an incoming or returning full-time student who plans to graduate from Nichols College and who demonstrates financial need. The scholarship is renewable for subsequent years provided the recipient remains in good standing.

**Philip Pettinelli '71 Endowed Scholarship** This scholarship, named for the retired president of Southbridge Savings Bank, is awarded to a new or returning student who is a resident of Southbridge, Massachusetts, and/or a graduate of Southbridge High School. The scholarship is renewable for each successive year the student is enrolled at Nichols College, provided he/she remains in good standing.

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

**President's Scholarship** Established by Nichols President Susan West Engelkemeyer, this 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.

**Marilyn and Earl Prolman Endowed Scholarship** This scholarship, established by Earl Prolman '54 and in memory of his wife, is given to a rising junior who has solid plans to graduate from Nichols and pursue a career in business; preference is given to a student enrolled in the Entrepreneurial Certificate Program. The scholarship is renewable for senior year provided the recipient maintains at least a 2.5 GPA and remains in good standing.

**The Rock Family Scholarship** This scholarship, created by Trustee Al Rock '63, is given to a returning student who demonstrates financial need, majors in management, and actively gives back to the Nichols and broader communities. The scholarship is renewable for subsequent years provided the recipient remains in good standing.

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

**Southbridge Chairmen Scholarship** The scholarship was established by Martin '78 and Shelly Power, in recognition of three business and civic leaders from Southbridge who each served as chair of the Nichols College Board of Trustees: Al DiGregorio, Dick Hardy, and John Dirlam. It is awarded to a new or returning student who is a resident of Southbridge, Massachusetts, intends to graduate from Nichols College, participates in the campus community, and demonstrates leadership potential. The scholarship is renewable for subsequent years provided the recipient continues to meet the criteria and remain in good standing.

**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** Named for a former president of Nichols College, 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 L. Van Leuvan Memorial Scholarship** Named for an emeritus professor of psychology and education at Nichols College and the first director of continuing education, this scholarship supports a rising junior or senior majoring in psychology, history or English. The award will be based on financial need, academic achievement, and overall contribution to the Nichols community.

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

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

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

**Tammy Cardillo Wolf '94 Endowed Scholarship** This scholarship is awarded to a female student, rising sophomore, junior or senior, who has a GPA of 2.5 or above, demonstrates financial need, is committed to earning a bachelor's degree from Nichols, and is actively involved with the Institute for Women's Leadership. The scholarship is renewable for subsequent years provided the recipient remains in good standing and continues to meet preference criteria.

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



## STATE FUNDED PROGRAMS

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

## FEDERALLY FUNDED PROGRAMS

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

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

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

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

**Federal Direct Loan Program** A federally sponsored loan program, the Direct Loan Program, is administered through the College and the Department of Education. Federal Subsidized Direct 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 Direct 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 Direct Loan borrowing in the first two years of enrollment, but then increases that limit during the third and fourth years. The loan limits are as follows:

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

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

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

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

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

## Statement of Financial Eligibility

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

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

Enrollment Status	Undergraduate Students	Graduate Students
Full-time	12 or more credits	6 or more credits
Three-quarter time	9 to 11 credits	not applicable
Half-time	6 to 8 credits	4 to 5 credits
< Half-time	1 to 5 credits	1 to 3 credits

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



## Satisfactory Academic Progress

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

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

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

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

## Quantitative Measures of Satisfactory Academic Progress

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

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

## Financial Aid Suspension

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

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

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

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

**Appeals Process** Any student who has been terminated from financial assistance has the opportunity to appeal such action to the Financial Assistance Appeals Committee. The suspension may be appealed on the basis of an undue hardship, such as the death of a relative or an injury to or illness of the student, as the cause of deficient academic performance. Documentation of the circumstances should accompany the appeal, i.e., doctors notes, etc. Students appealing their suspension should complete the Satisfactory Academic Progress Appeal Form. If such an appeal is successful, some or all of the financial assistance will be reinstated based on committee recommendation and funding availability at the time of appeal. Appeals may be mailed or faxed to (508) 213-2118.

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



## Student Life

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

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

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

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

## ACADEMIC AFFAIRS

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### Honor Societies

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

**Alpha Sigma Lambda** "First in Scholarship and Leadership," Alpha Sigma Lambda is the national honor society for non-traditional students who achieve and maintain the highest level of scholastic excellence while balancing their academics with personal and professional responsibilities.

**Chi Alpha Sigma** Chi Alpha Sigma is the first national scholar-athlete society to honor those collegiate student-athletes who have excelled in both the classroom and in athletic competition. Chi Alpha Sigma recognizes varsity athletes who have maintained a 3.4 or higher cumulative GPA throughout their junior and/or senior years.

**Chi Sigma Mu** Chi Sigma Mu is the Honors Society for the Commission on Sport Management Accreditation (COSMA), that is open to bachelor's, master's, and doctoral degree students who achieve academic excellence in their coursework and are nominated by a faculty member.

**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.

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

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

## ATHLETICS

### NCAA Division III

Nichols offers an extensive athletics program with 11 men's and ten women's teams competing in the NCAA Division III. The college is a member of the National Collegiate Athletic Association (NCAA), Commonwealth Coast Conference (CCC), the New England Collegiate Conference (NECC), and Colonial Hockey Conference (CHC).

Men's Teams	Women's Teams
Baseball	Basketball
Basketball	Cross Country
Cross Country	Field Hockey
Football	Ice Hockey
Golf	Lacrosse
Ice Hockey	Soccer
Lacrosse	Softball
Soccer	Tennis
Tennis	Track & Field
Track & Field	Volleyball
Volleyball	

### The Competition

**Fall:** The Bison athletics program includes football, men's and women's soccer, men's golf, men's and women's cross country, as well as field hockey, women's volleyball, and women's tennis. All compete in the nine-institution Commonwealth Coast Conference (CCC) with schools such as Western New England University, Endicott College, Salve Regina University, and Roger Williams University, among others. The women's tennis program won the CCC tournament championship in 2017 and 2018.

**Winter:** The Bison compete in men's and women's basketball as well as in men's and women's ice hockey. All but the women's hockey program compete in the CCC and all four have produced a number of all-stars at the conference and regional levels. The men's basketball team has finished in first place for six consecutive years in the CCC, and won the tournament championship in 2017, 2018, and 2019. In 2019, the team had its most successful season in program history and went on to the NCAA Elite 8. The men's hockey team won the CCC Championship in 2017-18 and advanced to the quarterfinals of the NCAA Tournament. The women's hockey team competes in the CHC. Home ice for the Bison is the June R. Levy Rink in Harrisville, R.I.

**Spring:** Teams include baseball, softball, men's and women's lacrosse, men's golf, men's and women's track and field, and men's tennis. Many of the spring teams often travel to Florida or other similar locations for an early-season start during spring break before starting the CCC schedule. Men's volleyball participated in their inaugural season in the NECC in spring 2019, making it to the conference playoffs for the first time in program history. The men's tennis team has won the conference championship for eight consecutive years, and the men's track & field program won the CCC Invitational in 2017.

### Athletics Facilities

Nichols boasts many fine outdoor sports facilities. The football, field hockey, soccer, and lacrosse teams practice and compete on a brand new outdoor multi-purpose synthetic turf field that was installed in the summer of 2017, complete with lights, press box, bleachers, and an all-weather eight-lane track. The field was dedicated in 2005 in honor of Coach Michael J. Vendetti. Dedicated in the fall of 1992, the Francis J. Robinson Jr. Tennis Courts are fully lighted and were rebuilt in 2014-2015. Fields for soccer, softball, and baseball complement the College's outdoor facilities.

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

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

## THE STUDENT INVOLVEMENT OFFICE

### Academic Organizations

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

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

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

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

**Management Club** The Management Club takes students into real world experiences, while using information learned in the classroom. Trips are taken across the region to various companies and events.

**Marketing and Communications Club** The Marketing and Communications Club attracts and integrates the interests of both concentrations 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.

## Campus Recreation

The Student Involvement Office supports Campus Recreation. This area is comprised of three major areas: Intramural Sports, Wellness Initiatives, and Club Sports. We also offer a co-op.

Students have access to golf clubs, disc golf sets, lacrosse sticks, snowshoes, and variety of lawn games, teambuilding activities, and more.

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

**Wellness Classes** Nichols currently offers several different wellness classes. AMP, Core, Yoga, Stretch, and Body Blast are all offered once or twice a week in our aerobics studio. All classes are free of charge for the Nichols College community.

## Club Sports

Nichols College provides club sports for cheerleading, dance, men's rugby, racquetball, men's ice hockey, lacrosse, and Ultimate Frisbee. The men's rugby club plays in the fall and spring against other traditional New England Rugby Union teams. The racquetball team competes at regional and national levels. Cheerleading placed first in the New England Regional Cheering & Dance Competition in 2002, 2003, 2005, 2006, and 2007.

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

**Dance Team** The Dance Team aims to provide members a safe environment to express themselves through dance and movement, while providing opportunities to improve physical well-being. The team performs at the men's and women's basketball games during halftime, while producing an end of the year recital.

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

**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. Club hockey competes in the ACHA Hockey League.

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

**Racquetball Club** The co-ed racquetball team competes region-ally against area colleges and universities. The team also competes annually in the national championships, most recently finishing third in the 2016 National Intercollegiate Racquetball Championships.

## Student Government

**Student Government Association (SGA)** The mission of the SGA is to serve as the voice of the student body. Led by the Executive Advisory Board – a team of six 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 supports over 500 students involved in 35 active organizations. The SGA Senate meets weekly in a formal format open to all students and to the community. The SGA General Council meets once a month. More information on the role of SGA can be found at [Involvement.nichols.edu](http://Involvement.nichols.edu).

## General Interest Organizations

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

**Anime Club** The Anime Club aims to spread the word about the art of Japanese animation and engage students through trips to events like Comic Con, PAX, etc.

**Bowling Bison** This group aims to give students the opportunity to bowl and interact socially with fellow Nichols College students.

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

**Harry Potter Club** Founded in 2018, this club celebrates all aspects of Harry Potter, from the books to the movies. Join for discussions and trivia.

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

**Horseback Riding Club** The horseback riding club is for all levels of riders, whether you are experienced or are interested in learning the basics; all are welcome to join and learn more about horses and riding.

**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.

**Men of Distinction** This group provides an atmosphere of academic growth, community service, and mentorship to promote the highest ideals of citizenship according to the principles of leadership, service and scholarship. This teaches students to be successful, independent, self-sufficient men and will aid in their career path.

**Paranormal Club** This club's purpose is to create an environment in which Nichols students with an interest in things of the afterlife, and ghosts/spirits of those who have passed, have a safe space to expand their knowledge and learn the safe ways to learn more about paranormal investigation.

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

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

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

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

## Student Publications and Communications Media

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

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

## STUDENT SUPPORT SERVICES

### Academic Advising

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

### Academic Resource Center (ARC)

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

Our tutors are current Nichols College students who have been recognized by members of our faculty for achieving academic success in the courses for which they tutor. All of our peer tutors receive training toward international certification throughout the year. In addition to helping students understand course material, tutors can also help students with their note-taking habits, test-taking tips, skills for studying, staying organized, time management and reading strategies, and setting goals.

### Career and Professional Development Center (CPDC)

The Career and Professional Development Center supports and empowers students as they identify, pursue and achieve career-related goals. Drop-in hours are offered daily for quick questions; students are also able to schedule individual counseling appointments tailored to their needs. Topics covered include resume/cover letter writing, interview preparation, professional network development, and job search strategies. Additionally, students can reserve interview rooms equipped for web and telephone based interviews, borrow from the Bison Boutique (a professional lending clothing closet), and take advantage of excellent online resources like Handshake, a recruiting and job search database. The CPDC hosts many career related events, including two annual career fairs, on-campus recruiting, industry specific networking programs, and etiquette dinners.

### College Success

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



## Conant Library

Conant Library provides a welcoming environment for study, work, and collaboration. The library enhances learning and research by providing easy access to a wide range of print and online resources, including databases containing e-books, full-text articles and company and industry information. There are numerous computer workstations, scanners, and laser printers for student use. For collaborative work there are group-study rooms with 40" monitors. Students can borrow course textbooks as well as laptops and Surfaces. 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.

## Diversity & Inclusion (ODI)

The Office of Diversity and Inclusion (ODI), located in the Fels Student Center, is dedicated to supporting students, stories, and conversations about the unique challenges and opportunities of fostering a diverse and inclusive working and learning environment. The goal of ODI is to create a more inclusive community through awareness, education and a focus on issues and culture surrounding the diversity of students, staff and faculty.

ODI was created to be a resource for students of underrepresented identities and to be the advocate for minority populations, ensuring that voices are heard and concerns are met. Under the direction of both Enrollment and Student Affairs, the office strives to promote leadership, relationship building and reinforce the college's emphasis on diversity and inclusion in the recruitment, retention, and advancement of the institution.

## Fischer Institute

The Fischer Institute partners with faculty and student groups to offer outside the classroom experiences on and off campus. Exploring social, economic, political, and cultural issues extends student learning. Opportunities for student leadership and collaboration with faculty are promoted through Fischer.

## 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 Wednesday. Health services are available to all full-time day

students. Anyone wishing to see the staff physician must call Health Services at 508-213-2238 or stop by to schedule an appointment.

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

## International Engagement (OIE)

The Office for International Engagement (OIE) at Nichols College is home to *inbound* International Student Services and *outbound* Study Abroad, Bilateral Exchange partnerships, International Internships, and Faculty-led Course-related Travel programs. We encourage Nichols students to experience their personal and professional potential through short term and extended international opportunities. We promote safe ex-patriate practices, life-changing experiences, resume building opportunities, while encouraging students to directly encounter global perspectives. Returning outbound students may take leadership roles among their curious counterparts through class visits and community presentations. OIE offers three information sessions per semester to get students started with their plans. The OIE Twitter account @OIE\_Nichols and Office for International Engagement student portal page will keep students up to date. Come up to Fels 315 for more information and services.

## Institute for Women's Leadership (IWL)

Through campus initiatives, community connections, research analysis, and thought leadership, IWL focuses on the issues and challenges impacting women in business. IWL's mission is to develop the leadership potential of our students, and to serve as a resource and authoritative voice on women's leadership for the community at large. Opportunities for students include interacting with visiting professionals, attending conferences and events, hearing guest speakers, volunteering, and internships.

IWL was created in 2013 under the direction of President Susan Engelkemeyer and the Board of Trustees, in recognition of the unique leadership potential that exists within all of our students, and the importance of the rapidly changing workplace to both current and future leaders. Information can be found at iwl.nichols.edu and on Twitter @IWL\_nichols.

## Learning Services

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

## Orientation and Semester Opening Programs

During the summer, incoming students, their families and guests attend our Summer Orientation program. The Nichols College Orientation program is a way for incoming students to meet their classmates, learn about life at Nichols College and work with student Orientation Leaders. At Orientation, families and guests attend workshops facilitated by staff, students and faculty. These workshops are designed so students and guests can learn about Nichols College policies and procedures. The orientation process is intended to make each student's transition to college as seamless and as enlightening as possible. In August and January, Fall Opening and Spring Opening programs for new students continue with campus-wide activities involving students, faculty and staff. Information can be found at [Orientation.nichols.edu](http://Orientation.nichols.edu).

## 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, program coordinators and instructors assess the PDS program to ensure practical skills are cultivated while supporting the College mission to transform "...today's students into tomorrow's leaders through a dynamic, career-focused business and professional education." The PDS program prepares each Nichols undergraduate student to achieve success in his/her professional life.

The PDS program is a sequence of four one-credit required courses designed to meet students' unique developmental needs from the first-year experience through the senior experience. Students learn about a variety of topics including how to write effective resumes and cover letters, create LinkedIn profiles, conduct themselves successfully in employment interviews, and develop personal budgets for life after college. 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 the Auditorium Building on the lower level, the Department of Public Safety is open from 8:00 a.m. to 4:00 p.m., Monday through Friday, for the purpose of conducting business. Public Safety Officers are on duty 24-hours a day, seven days a week, throughout the year. In order to report a crime or any suspicious activity, students may contact Public Safety personnel at any time via telephone by dialing 508-213-2298. Public Safety Officers respond to complaints or disturbances, crimes, suspicious persons, motor vehicle related problems, lockouts, and to any request for emergency assistance. Officers are responsible for performing investigations, preparing incident reports, and upholding the rules and regulations of the College, including

housing regulations and the standards of conduct for students. Officers also note security-related problems such as broken windows and malfunctioning lights and locks.

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

The Department of Public Safety assists the Community Standards Coordinator in compiling campus crime statistics to comply with the Campus Safety and Security Act of 1990. A copy of these statistics and a copy of the Campus Safety, Security and Fire Safety report are made available to all day students upon check-in during the Fall semester. Copies of these reports are available at the Public Safety Office, Student Life, 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.

## Residence Life

The Office of Residence Life, located in Fels 301, 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. The Director of Residence Life oversees the professional area coordinators living in the residential community and supervise undergraduate student Resident Assistants (RA's) who serve as resources and address student concerns throughout the year. The Office also works to provide programming that contributes to building communities which reflect mutual respect, civility, social responsibility, and appreciation for diversity. Information can be found at [ResLife.nichols.edu](http://ResLife.nichols.edu) and on Twitter @NC\_ResLife.

## Student Financial Services

Student Accounts and the Office of Financial Assistance provides service and guidance to all Nichols students regarding the financing of their Nichols education. The Office of Financial Assistance also administers federal, private and institutional funds in the form of grants, loans and the federal Work Study program. The Student Financial Services 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 2018 is \$32,620. This includes federal Direct and private student loans. Updates are posted on the College website.

## Student Involvement

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

## Student Success and Retention

Reporting to the Vice President of Enrollment, the Director of Student Success and Retention is dedicated to improving the student experience and retention among undergraduate students. This office also oversees the NEXT Program.

## Veteran and Military Services

For over 200 years, Nichols College has been committed to serving those who serve, with alumni from every major military conflict from the American Civil War on. We're a certified Military Friendly School with an explicit commitment to the 8 Keys to Veteran Success and the Yellow Ribbon program. We believe that when veterans join our family for business and leadership education, our community grows stronger.

Located in Academy Hall, the Office of Veteran and Military Services is here to help ensure a smooth transition to college life for you and your family. Nichols will provide you with a close-knit campus, approachable faculty, small class sizes, and an education that prepares you for the journey ahead.



# General Regulations

## ADMINISTRATIVE REGULATIONS

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### Organization

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

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

### Policies

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

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

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

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

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

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

## STUDENT REGULATIONS

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### 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. Applications for parking decals can be submitted online through the Nichols College student portal, myNichols.

### 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. If a card is lost or broken after business hours, a residential student may obtain a temporary card at Public Safety. New cards can be obtained in the Student Life office in the Fels Student Center, suite 301.

### 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. 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**

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### **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 community. This policy outlines the standards for acceptable use of college computing and information technology resources that include, but are not limited to, equipment, software, networks, data, and telecommunications services, whether owned, leased, or otherwise provided by Nichols. This policy is intended to reflect the College's commitment to the principles, goals, and ideals described in the Nichols College Mission Statement.

#### **Coordination with Other Policies**

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

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

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

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

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

- Use only those computing and information technology resources and data for which you have authorization and only in the manner and to the extent authorized.
- Use computing and information technology resources only for their intended purpose.
- Protect the access and integrity of computing and information technology resources.

- Abide by applicable laws and college policies and all applicable contracts and licenses; and respect the copyright and intellectual property rights of others, including the legal use of copyrighted material.
- Respect the privacy and personal rights of others.
- Connecting end-user equipment to the network that has appropriately maintained software; including (but not limited to) operating systems, browsers, plug-ins, anti-virus, and other software as appropriate.

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

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

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

#### **Application**

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

#### **Ownership**

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

In the event that any user is separated from the college, for any reason, and their access to technology resources is terminated, the college bears no responsibility to provide the user with copies of any personal data, files, messages, or programs from college resources. The only exception to this policy is for those



employees that would like to retrieve academic materials developed and used in support of their teaching and academic leadership responsibilities. In this case, the employee's manager, or their designee, would be responsible for reviewing all files/messages in the applicable folder(s) to ensure that there is no confidential information in the files/messages being copied for the employee.

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

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

### Storage/Copying of Confidential Information

Nichols maintains systems that store a significant amount of confidential information on faculty, staff, students, donors, prospects, vendors, etc. Access to this information is restricted based on a need to know. Under no circumstances is confidential information to be copied or exported off the server and stored on a laptop/portable computer, tablet, desktop computer, home computer, cloud-based storage (except for I.T. provisioned storage such as the Office365 suite of storage services), smart phone, or removable storage media, including, but not limited to, CD/DVD, USB key/thumb drive, or IPOD/MP3 players.

With regard to cloud-based storage of files, the College must insure continued access to confidential information in the event that an individual severs ties to the College, whether the separation is amicable or otherwise. Therefore, the only cloud-based storage allowed is that which is provisioned by I.T. staff.

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

The restrictions listed above for confidential information also apply to the storage of College-proprietary information.

### Use of College-Assigned Usernames and Passwords

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

### Right to Monitor and Access

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

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

### Uses

In general, the Nichols College academic community shall use college information technology resources (which include privately-owned computers connected to the college network) in connection with the college's core teaching, research, and service missions. Uses that do not significantly consume resources or interfere with other users also are acceptable, but may be restricted by IT. Under no circumstances shall members of the college community or others use college information technology resources in ways that are illegal, that threaten the College's tax-exempt or other status, or that interfere with reasonable use by other members of the college community. Any use of college information technology resources, including network infrastructure, for commercial purposes is prohibited.

### Sanctions for Violations

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

### Review of the Policy

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

## File Sharing and Copyright Policy

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

### Allowable

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

### Not Allowable

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

## Consequences of Violations

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

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

## 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

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### Student Freedoms, Rights and Responsibilities

#### Student Freedoms

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

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

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

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

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

### Student Rights and Responsibilities

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

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

1. The right to inspect and review the student’s education records within 45 days of the day the College receives a request for access. If a student wants to review his or her record, the student should contact the College office that maintains the record to make appropriate arrangements.

2. The right to request the amendment of the student's education records that the student believes is inaccurate or misleading. Students may ask the College to amend a record that they believe is inaccurate or misleading. They should write the College official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is defined as a person employed by the College in an administrative, supervisory, academic, or support staff position (including law enforcement unit and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; a student serving on an official committee, such as a disciplinary or grievance committee; or a person assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.  
  
Upon request, the College discloses education records without consent to officials of another school in which a student seeks to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

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

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

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

## ACADEMIC POLICIES

### Absences

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

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

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

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

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

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

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

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

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

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

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

#### **Financial Implications of Withdrawal from the College**

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

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

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

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

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

- **Withdrawal from a Course** Withdrawal from (or failure) of a specific course for any reason, does not entitle a student to a refund for that course.
- Students **enrolled in a 15-week course** are permitted to withdraw from a course during the first 10 weeks of the semester with a grade of W. Students **enrolled in a 7-week course** are permitted to withdraw from a course during the first 4 weeks of a session with a grade of W. Students should take note of class withdrawal deadlines posted on the academic calendar and class syllabi.
- The W grade has no impact on a student's GPA. Students exercising the W grade option should consult with their academic advisor. Full-time students should bear in mind that they may not carry fewer than 12 credits without impacting their financial aid and/or health coverage.

The W grade is **not** available after the aforementioned 10th and 4th weeks.

**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.

## Classroom Conduct and Academic Expectations

Because all students and faculty at Nichols College are entitled to a positive and constructive teaching and learning environment, Nichols College classroom participants are prohibited from engaging in behavior or activity that causes the disruption of teaching, learning, research or other academic activities necessary for the fulfillment of the college mission. It is expected that students and instructors will:

- Respect the views and opinions of the instructor and fellow students, and engage in a constructive, respectful, and professional manner.
- Participate in a learning environment free from interference, discrimination, intimidation, sexual harassment, stalking, or disparagement in the classroom.
- Respect the professional authority of the faculty, including maintaining an environment free from bullying, harassment, or coercion related to grading and institutional policies.

Violations will be reported to the Office of Academic Affairs.

## Class Standing By Credit Hour

Completed credit hours:

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

## Continued Enrollment/Academic Suspension

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

Credit-Hours Attempted (not including W courses)	Minimum Cumulative GPA Needed
1 – 31	1.5
32 – 45	1.75*
46 or more	2.0

*\*Transfer students must achieve a minimum GPA of 1.75 in their first semester. Transfer students who do not meet this requirement will be placed on Academic Probation. Thereafter, they must follow the previously stated GPA guidelines.*

Failure to meet the minimum required cumulative GPA by the end of the next nine or more credit hours will result in Academic Suspension.

## Academic Sanctions

**Academic Suspension** Failure to meet the minimum required cumulative GPA by the end of the term of Academic Suspension Warning will result in Academic Suspension. Furthermore, any student who has been at Nichols for more than one semester and earns less than a 1.00 in any one semester in which he or she was enrolled in nine or more credits will be academically suspended. 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 Office of the Registrar prior to the meeting to be considered for appeal.

*If there is no appeal, or if 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 suspension.

**Academic Probation for First-Year Students** First-year students who earn less than a 1.00 GPA after being enrolled in nine or more credits in their first semester at the College will be placed on Academic Probation. These students will be eligible to continue for an additional semester in the Restart Program and must earn the minimum GPA required or will be placed on Academic Suspension with no appeal for one semester. Students must submit a letter of intent to the Restart Program Coordinator via the Office of the Registrar (by January 2, 2020 for spring entry, or June 1, 2020 for fall entry). This letter should outline the strategies students will employ to improve their academic performance.

**Academic Probation** *If a suspension appeal is successful,* the student will be eligible to return to the College on Academic Probation. Additionally, first-year students who earn less than a 1.00 after their first nine or more credits in their first semester at the College are placed on Academic Probation. There are two categories of probation:

- 1) **Standard Academic Probation:** This category of probation is for students who were on Academic Suspension Warning but did not meet the minimum required cumulative GPA after one semester, and for transfer students\* who did not achieve the required minimum 1.75 GPA before their second semester at Nichols.
- 2) **Restart Program:** This category of probation is for students who received less than a 1.00 GPA in any one semester in which he or she was enrolled for nine or more credits. As part of the Restart Program, an Action Plan will be created with the student which will include weekly meetings with an assigned Success Coach.

No student on 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 probation is expected to attend all classes. Students on probation are not excluded from membership in student organizations or from intramural athletics. Participation in intercollegiate athletics is subject to the regulations of the National Collegiate Athletic Association and other athletic associations in which the College holds membership.



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

Students who successfully complete winter or summer intersession course(s) and raise their cumulative GPA above the minimum standards listed above may request to have their academic status reviewed by submitting a letter of request to the Office of the Registrar. All requests will be considered by the Academic Review Committee and a subsequent decision will be communicated to the petitioning student via email.

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

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

**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

**Fall/Spring Semesters** The normal course load for full-time day students is 14-17 credit-hours. First-year students with a GPA of 3.3 or above, sophomores with a GPA of 3.0 or above, juniors with a 2.7, and seniors with a 2.4 may take up to 19 credit-hours. Under special circumstances, seniors with GPAs under 2.4 may be permitted to take up to 19 credit-hours with special permission from the Academic Advisor and Academic Dean/Associate Dean. Students who want to take more than 19 credit-hours are required to seek approval by Petition. Tuition includes up to 19 credit-hours per term.

**Summer/Winter Intersessions and Accelerated Online/Hybrid Courses** Accelerated undergraduate courses are offered during the Summer and Winter Intersessions. Students may take up to 12 credit-hours in the Summer, and up to 4 credit-hours during the Winter. Day students may take one accelerated online or hybrid course during the Fall and/or Spring semesters with approval from a Dean, provided they meet the same GPA criteria listed above with regard to course overloads.

### Course Repeat

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

## Grade Point Average (GPA)

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

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

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

## Grade Reports

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

## Grading System

Letter grades are awarded in all courses as follows:

Grade	Grade Points per Credit-Hour	
A	(93 – 100%)	4.0      Excellent
A-	(90 – 92.99%)	3.7
B+	(87 – 89.99%)	3.3
B	(83 – 86.99%)	3.0      Above Average
B-	(80 – 82.99%)	2.7
C+	(77 – 79.99%)	2.3
C	(73 – 76.99%)	2.0      Average
C-	(70 – 72.99%)	1.7
D+	(67 – 69.99%)	1.3
D	(63 – 66.99%)	1.0      Below Average
D-	(60 – 62.99%)	0.7
F	(59.99% and below)	0.0      Failure
AU	Only with the permission of the Registrar during Add/Drop	
W	Withdrawn within first 10 weeks of a semester	
WF	Grade is awarded in instances of academic dishonesty	
I	Indicates coursework not completed. Incomplete (I) grades must be removed within seven weeks of being issued or the Registrar will change the grade to F	
P	Pass (courses on pass/fail basis; see Registrar for regulations governing pass/fail courses)	

## Honors

**Dean's List and President's List:** The Dean's List and President's List give 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 3.5 for at least 12 undergraduate credit-hours and must have received no grades below B- during the semester. Students whose semester average is 3.85 or higher for at least 12 undergraduate credit-hours and no grades below B- will receive President's List 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 48 credits at Nichols College and must have achieved the following cumulative averages:

Honors	Required Average
Cum Laude	3.4 - 3.64
Magna Cum Laude	3.65 - 3.84
Summa Cum Laude	3.85 - 4.0

In order to be recognized as valedictorian, a student must have earned at least 90 credits at Nichols College. The valedictorian is a student, usually the one ranking highest academically in a school graduating class, who delivers the valedictory address at the commencement exercises. In the event that there is more than one student that meets the criteria, a further determination will be made for one student to be named the valedictorian and deliver the valedictory address.

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. Undergraduate students who complete 47 or fewer credits at Nichols and meet the following GPA requirements will earn honors distinction:

Honors	Required Average
With distinction	3.70-3.84
With high distinction	3.85-4.0

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

## Limitations of Applicability

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

## Registration

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

## Requirements for Degrees

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

1. Completion of all admission requirements.
2. Successful completion of one of the programs of study in the catalog in effect at the time of the student's matriculation. For full-time students, the program must be completed within 10 semesters, not necessarily consecutive. Part-time bachelor's degree candidates shall complete all degree requirements within 10 calendar years.
3. Achievement of a cumulative grade point average of 2.0.
4. Achievement of a grade point average of 2.0 in the concentration or the major area of study.
5. Achievement of a grade point average of 2.0 in the minor or the certificate. Students may opt to drop the minor or certificate from their program of study if they don't meet the GPA requirement.
6. If a student has completed all course requirements for graduation but does not meet the 2.0 overall CGPA and/or the 2.0 GPA in the major or concentration requirements, the student may take a maximum of 3 courses in an attempt to meet the GPA graduation requirement.
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.

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

## Transcripts

Transcripts can be ordered electronically from the Nichols College website - [www.nichols.edu](http://www.nichols.edu). Each transcript costs \$10.00.

## Transfer Courses

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

Unit of Credit

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

United States Department of Education Definition of the Credit Hour:

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

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

or

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

Policy Guideline:

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

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

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

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

Table of Direct Faculty Instruction Time

Credit hour	Total “clock hour time” of instruction	Direct faculty instruction time per week in a 7-week session	Direct faculty instruction time per week in a 15-week semester
1	15 hours	1 hour, 47 minutes	50- 60 minutes = 1 clock hour
2	30 hours	3 hours, 34 minutes	1 hour, 40 minutes
3	45 hours	5 hours, 21 minutes	2 hours, 30 minutes

Withdrawal from a Course

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

Withdrawal from the College

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

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

Use of Correct English

Any student whose written or spoken English in any course is unsatisfactory may be reported by the instructor to the Vice President for Academic Affairs 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 Vice President for Academic Affairs.

## 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.)
4. Multiple submissions, or the submission of work previously used for credit at Nichols or any other institution.

### Levels of Severity

See Levels of Severity Chart on page 48.

### Penalties

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

### Minor and Significant Violation Penalties

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

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

#### First minor violation

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

#### Second minor violation

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

#### Third minor violation

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

**Levels of Severity\* Chart**

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

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

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



## 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 Vice President for Academic Affairs will take action in accordance with the previously stated guidelines.

## Student Right to Appeal

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

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



## Academic Programs

### DEGREE PROGRAMS

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#### Bachelor of Science in Business Administration

with concentrations in:

- Accounting
- Corporate Finance & Investments
- Criminal Justice Management
- Digital & Social Media Marketing
- Economics
- Finance
- Hospitality Management
- Human Resource Management
- International Business
- Management
- Marketing
- Marketing Analytics
- Sport Management

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

#### Bachelor of Arts

with majors in:

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

### PROGRAMS IN BUSINESS ADMINISTRATION (BSBA)

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

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

### PROGRAMS IN LIBERAL STUDIES (BA)

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A small college with specialized programs in administration, Nichols considers basic to our understanding of human activities those liberal disciplines upon which the study of administration is founded – namely the Social Sciences, Physical Sciences, Mathematics, History, and the Arts and Humanities. The College has combined coursework required of all Nichols students with carefully selected upper-level offerings to provide programs leading to the Bachelor of Arts degree with majors in Communication, Criminal Justice, Economics, English, History, Mathematics and Psychology.

These programs provide a strong background for a variety of careers, as well as give students a foundation for advanced graduate studies. Through the courses in their majors, students earning Bachelor of Arts degrees develop a mastery of the knowledge, methods, and theories pertinent to their areas of concentration. The liberal studies curriculum produces a well-rounded graduate who is capable of critical and logical thinking; has knowledge of scientific, historical and social phenomena; has an appreciation of aesthetic and ethical aspects of life; is a competent communicator; can think scientifically and quantitatively; and is capable of lifelong learning.

## Accounting

The accounting profession has evolved into a dynamic and varied environment where technology and specialized skills are in high demand. The accounting field can no longer be described without mentioning many of its variations such as audit, tax, analysis, internal audit, compliance, information security, and fraud. Expectations for today's accountants are higher than ever.

True to the roots of accounting, the program provides a foundation of accounting concepts and tools. An additional focus is placed on technology in the form of data design and flow, information technology controls and tools, and data analytics. Representative of the specialized nature of the industry, the program enables each student the chance to explore specialization before entering the workforce.

The program provides support and guidance for those seeking the following designations: CPA, CMA, CIA, CISA and CFE. Through a series of curricular and co-curricular activities, students will be immersed within the accounting profession prior to being hired. Graduating students will have the opportunity to obtain advantages as they search for careers in firms, corporations and the government.

### General Education Courses

#### Communication

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

COMM 152 Effective Speaking

CRIT 201 Critical Writing, Reading & Research

Advanced Writing: 1 course to be selected from ENGL 320, ENGL 321, ENGL 329, ENGL 342, ENGL 345, ENGL 346 or ENGL 347

#### Leadership and Professional Development

ITM 123 Digital Applications (1 credit)

LEAD 101 Learning to Lead

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

SEM 239 Sophomore Professional Development Seminar (1 credit)

SEM 339 Junior Professional Development Seminar (1 credit)

SEM 439 Senior Professional Development Seminar (1 credit)

Professional Development: 1 course to be selected from COMM 204, COMM 258, COMM 313, FIN 201, ITM 202, LEAD 203, LEAD 270, or LEAD 370

#### Social and Behavioral Science

1 course to be selected from ECON 221 or ECON 222

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

1 course to be selected from COMM 247, COMM 310, CJM 345, ECON, HIST, PSY, or SOC

#### Humanities and Global Values

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

Global Values: 1 course to be selected from COMM 310, ECON 313, ENGL 234, ENGL 237, ENGL 310, HIST 113, HIST 114, HIST 115, HIST 210, HIST 215, HIST 325, HIST 339, HIST 342, HIST 369, HUM 241, HUM 254, PSCI 324, REL 219, REL 322, SPAN 126, SPAN 127

#### Math and Applied Science

MATH 215 Statistics

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

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

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

#### Business Core

ACCT 238 Financial Accounting

ECON 221 Principles of Microeconomics or ECON 222 Principles of Macroeconomics

FIN 303 Financial Management

ITM 209 Information Management and Analytics

MGMT 227 Principles of Leading and Managing

MKCM 202 Principles of Marketing

LSB 327 Business Law and Ethics

MGMT 365 Operations Management

LEAD 400 Leading Strategic Initiatives

#### Concentration Courses

##### Required Courses:

ACCT 241 Intermediate Accounting I

ACCT 242 Intermediate Accounting II

ACCT 341 Intermediate Accounting III

ACCT 245 Accounting Information Systems

ACCT 343 Cost Accounting

ACCT 444 Advanced Analytics for Accountants

ACCT 490 Internship in Accounting

##### Elective Courses: Choose one (1) course from:

ACCT 345 Internal Audit

ACCT 404 Auditing

##### Choose two (2) courses from

ACCT 342 Advanced Accounting

ACCT 370 Special Topics in Accounting

ACCT 399 Fraud Examination

ACCT 402 Federal Taxes

ACCT 403 Advanced Federal Taxes

ACCT 493 Governmental and Non-Profit Accounting

FIN 325 Corporate Finance

*NOTE: An Accounting-Finance Concentration is available for students seeking a broad accounting and finance background. Please see an academic advisor for more information.*

#### Free Electives

10 credit-hours of electives

\*includes a 1-credit (GEC) elective

#### Total Credits Required: 120

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

## Corporate Finance & Investments

The Bachelor of Science in Business Administration with a concentration in Corporate Finance & Investments prepares students for careers in corporate finance, investments, commercial and investment banking, international finance, and real estate. In this focused concentration, the study of finance provides students with both the theoretical background and the analytical tools required to make effective, ethical, and growth-oriented business decisions. Students will gain hands-on experience to utilize analytic skills to project earnings and conduct equity valuations; construct and manage portfolios; and assess an organization's financial data and potential future growth.

### General Education Courses

#### Communication

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

COMM 152 Effective Speaking

CRIT 201 Critical Writing, Reading & Research

Advanced Writing: 1 course to be selected from ENGL 320, ENGL 321, ENGL 329, ENGL 342, ENGL 345, ENGL 346 or ENGL 347

#### Leadership and Professional Development

ITM 123 Digital Applications (1 credit)

LEAD 101 Learning to Lead

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

SEM 239 Sophomore Professional Development Seminar (1 credit)

SEM 339 Junior Professional Development Seminar (1 credit)

SEM 439 Senior Professional Development Seminar (1 credit)

Professional Development: 1 course to be selected from COMM 204, COMM 258, COMM 313, FIN 201, ITM 202, LEAD 203, LEAD 270, or LEAD 370

#### Social and Behavioral Science

1 course to be selected from ECON 221 or ECON 222

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

1 course to be selected from COMM 247, COMM 310, CJM 345, ECON, HIST, PSY, or SOC

#### Humanities and Global Values

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

Global Values: 1 course to be selected from COMM 310, ECON 313, ENGL 234, ENGL 237, ENGL 310, HIST 113, HIST 114, HIST 115, HIST 210, HIST 215, HIST 325, HIST 339, HIST 342, HIST 369, HUM 241, HUM 254, PSCI 324, REL 219, REL 322, SPAN 126, SPAN 127

### Math and Applied Science

MATH 215 Statistics

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

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

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

### Business Core

ACCT 238 Financial Accounting

ACCT 240 Managerial Accounting

ECON 221 Principles of Microeconomics or ECON 222 Principles of Macroeconomics

FIN 303 Financial Management

ITM 209 Information Management and Analytics

MGMT 227 Principles of Leading and Managing

MKCM 202 Principles of Marketing

LSB 327 Business Law and Ethics

MGMT 365 Operations Management

LEAD 400 Leading Strategic Initiatives

### Concentration Courses

#### Required Courses:

FIN 325 Corporate Finance

FIN 393 Investments & Security Analysis

FIN 394 Portfolio Analysis & Management

FIN 480 Problems in Business Finance

**Elective Courses:** (choose three additional courses from the following options):

ACCT 241 Intermediate Accounting I

ECON 412 International Economics

FIN 335 International Finance & Management

FIN 340 Real Estate Finance & Investment

FIN 432 Financial Planning

FIN 490 Internship in Corporate Finance or Investments (approval required by Program Chair)

### Free Electives

16 credit-hours of electives

\*includes a 1-credit (GEC) elective

### Total Credits Required: 120

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

*EXCLUSION: Students cannot pursue a double concentration in Finance and Corporate Finance & Investments.*

## Criminal Justice Management

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

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

### General Education Courses

#### Communication

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

COMM 152 Effective Speaking

CRIT 201 Critical Writing, Reading & Research

Advanced Writing: 1 course to be selected from ENGL 320, ENGL 321, ENGL 329, ENGL 342, ENGL 345, ENGL 346 or ENGL 347

#### Leadership and Professional Development

ITM	123	Digital Applications (1 credit)
LEAD	101	Learning to Lead
SEM	139	First-Year Professional Development Seminar (1 credit)
SEM	239	Sophomore Professional Development Seminar (1 credit)
SEM	339	Junior Professional Development Seminar (1 credit)
SEM	439	Senior Professional Development Seminar (1 credit)

Professional Development: 1 course to be selected from COMM 204, COMM 258, COMM 313, FIN 201, ITM 202, LEAD 203, LEAD 270, or LEAD 370

#### Social and Behavioral Science

1 course to be selected from ECON 221 or ECON 222

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

1 course to be selected from COMM 247, COMM 310, CJM 345, ECON, HIST, PSY, or SOC

#### Humanities and Global Values

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

Global Values: 1 course to be selected from COMM 310, ECON 313, ENGL 234, ENGL 237, ENGL 310, HIST 113, HIST 114, HIST 115, HIST 210, HIST 215, HIST 325, HIST 339, HIST 342, HIST 369, HUM 241, HUM 254, PSCI 324, REL 219, REL 322, SPAN 126, SPAN 127

#### Math and Applied Science

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

#### Business Core

ACCT	238	Financial Accounting
ACCT	240	Managerial Accounting
ECON	221	Principles of Microeconomics or ECON 222 Principles of Macroeconomics
FIN	303	Financial Management
ITM	209	Information Management and Analytics
MGMT	227	Principles of Leading and Managing
MKCM	202	Principles of Marketing
LSB	327	Business Law and Ethics
MGMT	365	Operations Management
LEAD	400	Leading Strategic Initiatives

#### Concentration Courses

##### Required Courses:

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

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

CJM	305	Bride of ISIS
CJM	390	Criminal Justice Management Internship
CJM	417	Homeland Security / Terrorism
CJM	493	Physical Security: System Design, Integration, and Control

#### Free Electives

16 credit-hours of electives

\*includes a 1-credit (GEC) elective

**Total Credits Required: 120**

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



## Digital and Social Media Marketing

As part of the broader marketing program, the Digital and Social Media Marketing concentration is designed for students seeking careers at advertising agencies, consumer products, and business to business organizations, leveraging digital/social platforms for brand awareness and specific call-to-action campaigns. Students will develop strategic visual and written communication skills as well as proficiency in the latest digital marketing and analysis platforms. The Digital and Social Media Marketing program will prepare students for careers as digital and social media strategists. The program is designed to draw upon academic synergy with foundational business courses as well as psychology, sociology, technology and communication.

### General Education Courses

#### Communication

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

COMM 152 Effective Speaking

CRIT 201 Critical Writing, Reading & Research

Advanced Writing: 1 course to be selected from ENGL 320, ENGL 321, ENGL 329, ENGL 342, ENGL 345, ENGL 346 or ENGL 347

#### Leadership and Professional Development

ITM 123 Digital Applications (1 credit)

LEAD 101 Learning to Lead

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

SEM 239 Sophomore Professional Development Seminar (1 credit)

SEM 339 Junior Professional Development Seminar (1 credit)

SEM 439 Senior Professional Development Seminar (1 credit)

Professional Development: 1 course to be selected from COMM 204, COMM 258, COMM 313, FIN 201, ITM 202, LEAD 203, LEAD 270, or LEAD 370

#### Social and Behavioral Science

1 course to be selected from ECON 221 or ECON 222

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

1 course to be selected from COMM 247, COMM 310, CJM 345, ECON, HIST, PSY, or SOC

#### Humanities and Global Values

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

Global Values: 1 course to be selected from COMM 310, ECON 313, ENGL 234, ENGL 237, ENGL 310, HIST 113, HIST 114, HIST 115, HIST 210, HIST 215, HIST 325, HIST 339, HIST 342, HIST 369, HUM 241, HUM 254, PSCI 324, REL 219, REL 322, SPAN 126, SPAN 127

### Math and Applied Science

MATH 215 Statistics

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

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

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

### Business Core

ACCT 238 Financial Accounting

ACCT 240 Managerial Accounting

ECON 221 Principles of Microeconomics or ECON 222 Principles of Macroeconomics

FIN 303 Financial Management

ITM 209 Information Management and Analytics

MGMT 227 Principles of Leading and Managing

MKCM 202 Principles of Marketing

LSB 327 Business Law and Ethics

MGMT 365 Operations Management

LEAD 400 Leading Strategic Initiatives

### Concentration Courses

#### Required Courses:

COMM 247 Introduction to Communication Studies

MKCM 361 Consumer Marketing

MKCM 433 Market Research

MKCM 480 Marketing Seminar

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

COMM 258 Visual Communication

MKCM 316 Mass Media and Public Relations

COMM 315 Digital Content Creation

COMM 318 Social Media and Society

MKCM 370 Special Topics in Marketing

MKCM 408 Psychology of Advertising

MKCM 435 Integrated Marketing Communications

MKCM 470 Special Topics in Marketing

MKCM 490 Internship

### Free Electives

13 credit-hours of electives

\*includes a 1-credit (GEC) elective

**Total Credits Required: 120**

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

### General Education Courses

#### Communication

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

COMM 152 Effective Speaking

CRIT 201 Critical Writing, Reading & Research

Advanced Writing: 1 course to be selected from ENGL 320, ENGL 321, ENGL 329, ENGL 342, ENGL 345, ENGL 346 or ENGL 347

#### Leadership and Professional Development

ITM 123 Digital Applications (1 credit)

LEAD 101 Learning to Lead

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

SEM 239 Sophomore Professional Development Seminar (1 credit)

SEM 339 Junior Professional Development Seminar (1 credit)

SEM 439 Senior Professional Development Seminar (1 credit)

Professional Development: 1 course to be selected from COMM 204, COMM 258, COMM 313, FIN 201, ITM 202, LEAD 203, LEAD 270, or LEAD 370

#### Social and Behavioral Science

1 course to be selected from ECON 221 or ECON 222

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

1 course to be selected from COMM 247, COMM 310, CJM 345, ECON, HIST, PSY, or SOC

### Humanities and Global Values

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

Global Values: 1 course to be selected from COMM 310, ECON 313, ENGL 234, ENGL 237, ENGL 310, HIST 113, HIST 114, HIST 115, HIST 210, HIST 215, HIST 325, HIST 339, HIST 342, HIST 369, HUM 241, HUM 254, PSCI 324, REL 219, REL 322, SPAN 126, SPAN 127

### Math and Applied Science

MATH 215 Statistics

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

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

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

### Business Core

ACCT 238 Financial Accounting

ACCT 240 Managerial Accounting

ECON 221 Principles of Microeconomics or ECON 222 Principles of Macroeconomics

FIN 303 Financial Management

ITM 209 Information Management and Analytics

MGMT 227 Principles of Leading and Managing

MKCM 202 Principles of Marketing

LSB 327 Business Law and Ethics

MGMT 365 Operations Management

LEAD 400 Leading Strategic Initiatives

### Concentration Courses

#### Required Courses:

ECON 303 Prices and the Market System

ECON 304 Inflation, Employment, and National Income

ECON 307 Money, Banking, and the Economy

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

ECON 305 Labor Economics

ECON 309 World Economic Geography

ECON 313 Women in the Global Economy

ECON 352 American Economic History

ECON 370 Special Topics in Political Economy

ECON 412 International Economics

ECON 415 Urban and Regional Economics

ECON 470 Special Topics in Economics

### Free Electives

19 credit-hours of electives

\*includes a 1-credit (GEC) elective

**Total Credits Required: 120**

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

## Finance

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

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

### General Education Courses

#### Communication

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

COMM 152 Effective Speaking

CRIT 201 Critical Writing, Reading & Research

Advanced Writing: 1 course to be selected from ENGL 320, ENGL 321, ENGL 329, ENGL 342, ENGL 345, ENGL 346 or ENGL 347

#### Leadership and Professional Development

ITM 123 Digital Applications (1 credit)

LEAD 101 Learning to Lead

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

SEM 239 Sophomore Professional Development Seminar (1 credit)

SEM 339 Junior Professional Development Seminar (1 credit)

SEM 439 Senior Professional Development Seminar (1 credit)

Professional Development: 1 course to be selected from COMM 204, COMM 258, COMM 313, FIN 201, ITM 202, LEAD 203, LEAD 270, or LEAD 370

#### Social and Behavioral Science

1 course to be selected from ECON 221 or ECON 222

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

1 course to be selected from COMM 247, COMM 310, CJM 345, ECON, HIST, PSY, or SOC

#### Humanities and Global Values

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

Global Values: 1 course to be selected from COMM 310, ECON 313, ENGL 234, ENGL 237, ENGL 310, HIST 113, HIST 114, HIST 115, HIST 210, HIST 215, HIST 325, HIST 339, HIST 342, HIST 369, HUM 241, HUM 254, PSCI 324, REL 219, REL 322, SPAN 126, SPAN 127

### Math and Applied Science

MATH 215 Statistics

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

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

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

### Business Core

ACCT 238 Financial Accounting

ACCT 240 Managerial Accounting

ECON 221 Principles of Microeconomics or ECON 222 Principles of Macroeconomics

FIN 303 Financial Management

ITM 209 Information Management and Analytics

MGMT 227 Principles of Leading and Managing

MKCM 202 Principles of Marketing

LSB 327 Business Law and Ethics

MGMT 365 Operations Management

LEAD 400 Leading Strategic Initiatives

### Concentration Courses

#### Required Courses:

FIN 325 Corporate Finance

FIN 393 Investments & Security Analysis

FIN 432 Financial Planning

FIN 480 Problems in Business Finance

**Elective Courses:** (choose two additional courses from the following options):

ACCT 402 Federal Taxes

ECON 304 Inflation, Employment, and National Income

ECON 307 Money, Banking, and the Economy

ECON 412 International Economics

FIN 335 International Finance

FIN 340 Real Estate Finance & Investment

FIN 370 Special Topics in Finance

FIN 394 Portfolio Analysis & Management

FIN 490 Internship in Finance\*

FIN 491 Research Associate\*

FIN 492 Teaching Associate Internship\*

FIN 494 Faculty-Led Travel\*

\*Only one experiential learning opportunity may be selected as an elective

*NOTE: An Accounting-Finance Concentration is available for students seeking a broad accounting and finance background. Please see an academic advisor for more information.*

### Free Electives

19 credit-hours of electives

\*includes a 1-credit (GEC) elective

**Total Credits Required: 120**

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

## General Business

The General Business program is specifically designed to provide flexibility while developing skills and knowledge in each of these essential business functions. Students customize their curriculum to match their interests and meet the needs of an evolving business environment. Courses draw on economic, quantitative, human resource, management and leadership theories, which are applied through experiential learning opportunities.

Graduates of the General Business program know a variety of specific business functions but also understand the dynamics of the entire organization. They are prepared for team and leadership positions in various industries across business sectors - or as an entrepreneur start their own business.

### General Education Courses

#### Communication

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

COMM 152 Effective Speaking

CRIT 201 Critical Writing, Reading & Research

Advanced Writing: 1 course to be selected from ENGL 320, ENGL 321, ENGL 329, ENGL 342, ENGL 345, ENGL 346 or ENGL 347

#### Leadership and Professional Development

ITM	123	Digital Applications (1 credit)
LEAD	101	Learning to Lead
SEM	139	First-Year Professional Development Seminar (1 credit)
SEM	239	Sophomore Professional Development Seminar (1 credit)
SEM	339	Junior Professional Development Seminar (1 credit)
SEM	439	Senior Professional Development Seminar (1 credit)

Professional Development: 1 course to be selected from COMM 204, COMM 258, COMM 313, FIN 201, ITM 202, LEAD 203, LEAD 270, or LEAD 370

#### Social and Behavioral Science

1 course to be selected from ECON 221 or ECON 222

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

1 course to be selected from COMM 247, COMM 310, CJM 345, ECON, HIST, PSY, or SOC

#### Humanities and Global Values

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

Global Values: 1 course to be selected from COMM 310, ECON 313, ENGL 234, ENGL 237, ENGL 310, HIST 113, HIST 114, HIST 115, HIST 210, HIST 215, HIST 325, HIST 339, HIST 342, HIST 369, HUM 241, HUM 254, PSCI 324, REL 219, REL 322, SPAN 126, SPAN 127

### Math and Applied Science

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

### Business Core

ACCT	238	Financial Accounting
ACCT	240	Managerial Accounting
ECON	221	Principles of Microeconomics or ECON 222 Principles of Macroeconomics
FIN	303	Financial Management
ITM	209	Information Management and Analytics
MGMT	227	Principles of Leading and Managing
MKCM	202	Principles of Marketing
LSB	327	Business Law and Ethics
MGMT	365	Operations Management
LEAD	400	Leading Strategic Initiatives

### Program Courses

#### Required

HRM	213	Human Resource Management
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And choose two (2) courses from three (3) of the following areas  
**OR**

choose three (3) courses from two (2) of the following areas:  
(some courses have required prerequisites)

From the above courses, one (1) course is required to be an experiential learning experience with a course number of 490, 491, 492, 493, OR 494.

#### Accounting

ACCT	241	Intermediate Accounting I
ACCT	242	Intermediate Accounting II
ACCT	245	Accounting Information Systems
ACCT	343	Cost Accounting
ACCT	399	Fraud Examination

#### Civic Leadership and Politics

PSCI	316	Current Issues in Public Policy
		1 or 2 300-level PSCI electives

#### Communication

COMM	310	Intercultural Communication
COMM	312	Organizational Communication
COMM	313	How Women Lead
COMM	314	Argument and Persuasion
COMM	315	Digital Content Creation
COMM	370	Special Topics in Communication
COMM	470	Special Topics in Communication
ENGL	321	Professional Writing
MKCM	316	Mass Media and Public Relations

**Criminal Justice Management**

CJM	302	Security Investigations: Concepts, Principles, and Practices
CJM	305	Bride of ISIS
CJM	324	Forensic Analysis and Interpretation
CJM	347	Emergency Planning and Disaster Management
CJM	370	Special Topics in Criminal Justice Management
CJM	375	Research Methods in Criminal Justice
CJM	417	Homeland Security / Terrorism
CJM	470	Special Topics in Criminal Justice Management
CJM	493	Physical Security: Systems Design, Integration, and Control

**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	370	Special Topics in Economics
ECON	412	International Economics
ECON	415	Urban Economics
HIST	352	American Economic History

**Entrepreneurship**

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

**Finance**

ACCT	402	Federal Taxes
ACCT	403	Advanced Federal Taxes
ECON	307	Money, Banking, and Economy
EPS	385	Business Finance for Entrepreneurs
FIN	325	Corporate Finance
FIN	335	International Finance
FIN	340	Real Estate Finance & Investment
FIN	370	Special Topics in Finance
FIN	393	Investments & Security Analysis
FIN	394	Portfolio Analysis & Management
FIN	432	Financial Planning
FIN	470	Special Topics in Finance

**Hospitality Management**

HSP	341	Casino Management
HSP	351	Event Planning & Management
HSP	361	Hospitality Facility Operations
HSP	362	Travel & Tourism
HSP	370	Special Topics in Hospitality
HSP	371	Performance Management in the Hospitality Industry
HSP	470	Special Topics in Hospitality
HSP	480	Issues in Hospitality Management
HSP	490	Internship in Hospitality Management

**Human Resource Management**

HRM	343	Assessment, Staffing and Employment Law
HRM	344	Developing and Motivating Human Potential
HRM	370	Special Topics in HRM
HRM	443	Compensation and Benefits
HRM	470	Special Topics in HRM
HRM	481	International Human Resource Management
HRM	490	Internship in HRM

**International Business**

IBUS	287	International Management
IBUS	309	World Economic Geography
IBUS	370	Special Topics in International Business
IBUS	412	International Economics
IBUS	434	International Marketing
IBUS	444	Advanced Economies and Emerging Markets
IBUS	470	Special Topics in International Business
IBUS	490	Internship in International Business, or the following upon approval of the program chair:

IBUS 491, IBUS 492, IBUS 493, IBUS 494

**Management**

MGMT	287	International Management
MGMT	337	Project Management
MGMT	339	Retail Management
MGMT	370/470	Special Topics in Management
MGMT	378	Entrepreneurial Management
MGMT	389	Management of Innovation and Change
MGMT	444	Current Issues Seminar
MGMT	490, MGMT 491, MGMT 492, MGMT 493, or MGMT 494	

**Marketing**

COMM	312	Organizational Communication
MKCM	316	Mass Media and Public Relations
MKCM	361	Consumer Marketing
MKCM	362	Business Marketing
MKCM	370	Special Topics in Marketing
MKCM	433	Market Research
MKCM	434	International Marketing
MKCM	435	Marketing Communication
MKCM	436	Sales Management
MKCM	470	Special Topics in Marketing
MKCM	490	Internship in Marketing
PSY	408	Psychology of Advertising



**Sport Management**

SMGT	352	Sport in Society
SMGT	363	Sport Event Management
SMGT	367	Marketing and Fan Engagement
SMGT	368	Sport Finance
SMGT	370	Special Topics in Sport Management
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
SGMT	488	Internship in Sport Management (3 credits only)

**Free Electives**

16 credit-hours of electives

\*includes a 1-credit (GEC) elective

**Total Credits Required: 120**

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

**Hospitality Management**

The Hospitality Management (HSP) program prepares students for management and leadership roles in one of the largest and rapidly growing industries in the world – hospitality and tourism. This exciting and dynamic industry offers a wide range of professional careers and management positions in event and conference planning, hotel and resort management, food and beverage management, travel, tourism, and the leisure segments of casinos, theme parks, cruises, and club management.

The Hospitality Management concentration provides students with a dynamic, challenging, and highly experiential program combining a comprehensive knowledge of the hospitality industry with hands-on learning through internships and industry field projects. The program offers specialized courses designed to meet the changing demands and trends within the hospitality industry while building on the strengths of our undergraduate business core.

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

**General Education Courses****Communication**

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

COMM 152 Effective Speaking

CRIT 201 Critical Writing, Reading & Research

Advanced Writing: 1 course to be selected from ENGL 320, ENGL 321, ENGL 329, ENGL 342, ENGL 345, ENGL 346 or ENGL 347

**Leadership and Professional Development**

ITM 123 Digital Applications (1 credit)

LEAD 101 Learning to Lead

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

SEM 239 Sophomore Professional Development Seminar (1 credit)

SEM 339 Junior Professional Development Seminar (1 credit)

SEM 439 Senior Professional Development Seminar (1 credit)

Professional Development: 1 course to be selected from COMM 204, COMM 258, COMM 313, FIN 201, ITM 202, LEAD 203, LEAD 270, or LEAD 370

### **Social and Behavioral Science**

- 1 course to be selected from ECON 221 or ECON 222
- 1 course to be selected from GDS 216, HIST, INTD, or PSCI
- 1 course to be selected from COMM 247, COMM 310, CJM 345, ECON, HIST, PSY, or SOC

### **Humanities and Global Values**

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

Global Values: 1 course to be selected from COMM 310, ECON 313, ENGL 234, ENGL 237, ENGL 310, HIST 113, HIST 114, HIST 115, HIST 210, HIST 215, HIST 325, HIST 339, HIST 342, HIST 369, HUM 241, HUM 254, PSCI 324, REL 219, REL 322, SPAN 126, SPAN 127

### **Math and Applied Science**

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

### **Business Core**

- ACCT 238 Financial Accounting
- ACCT 240 Managerial Accounting
- ECON 221 Principles of Microeconomics or ECON 222 Principles of Macroeconomics
- FIN 303 Financial Management
- ITM 209 Information Management and Analytics
- MGMT 227 Principles of Leading and Managing
- MKCM 202 Principles of Marketing
- LSB 327 Business Law and Ethics
- MGMT 365 Operations Management
- LEAD 400 Leading Strategic Initiatives

### **Concentration Courses**

#### **Required Courses:**

- HSP 211 Introduction to Hospitality Management
- HRM 213 Human Resource Management
- HSP 351 Event Planning and Management
- HSP 480 Issues in Hospitality Management
- HSP 490 Internship in Hospitality Management \*
- HSP 300 or HSP 400 Hospitality Course Elective

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

- COMM 310 Intercultural Communications
- COMM 311 Visual Communications
- HSP 341 Casino Management
- HSP 361 Hospitality Facility Operations
- HSP 362 Travel & Tourism
- HSP 370 Hospitality Special Topics Course
- HSP 371 Performance Management in the Hospitality Industry
- HSP 470 Hospitality Special Topics Course
- HSP 491 Research Associate
- HSP 492 Teaching Associate Internship
- HSP 493 Advanced Project
- HSP 494 Faculty-Led Travel
- MKCM 361 Consumer Marketing
- SMGT 470 Special Topics in Sport Management (if Hospitality related)

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

#### **Free Electives**

16 credit-hours of electives

\*includes a 1-credit (GEC) elective

**Total Credits Required: 120**

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

## Human Resource Management

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

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

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

### General Education Courses

#### Communication

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

COMM 152 Effective Speaking

CRIT 201 Critical Writing, Reading & Research

Advanced Writing: 1 course to be selected from ENGL 320, ENGL 321, ENGL 329, ENGL 342, ENGL 345, ENGL 346 or ENGL 347

#### Leadership and Professional Development

ITM	123	Digital Applications (1 credit)
LEAD	101	Learning to Lead
SEM	139	First-Year Professional Development Seminar (1 credit)
SEM	239	Sophomore Professional Development Seminar (1 credit)
SEM	339	Junior Professional Development Seminar (1 credit)
SEM	439	Senior Professional Development Seminar (1 credit)

Professional Development: 1 course to be selected from COMM 204, COMM 258, COMM 313, FIN 201, ITM 202, LEAD 203, LEAD 270, or LEAD 370

#### Social and Behavioral Science

1 course to be selected from ECON 221 or ECON 222

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

1 course to be selected from COMM 247, COMM 310, CJM 345, ECON, HIST, PSY, or SOC

### Humanities and Global Values

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

Global Values: 1 course to be selected from COMM 310, ECON 313, ENGL 234, ENGL 237, ENGL 310, HIST 113, HIST 114, HIST 115, HIST 210, HIST 215, HIST 325, HIST 339, HIST 342, HIST 369, HUM 241, HUM 254, PSCI 324, REL 219, REL 322, SPAN 126, SPAN 127

### Math and Applied Science

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

### Business Core

ACCT	238	Financial Accounting
ACCT	240	Managerial Accounting
ECON	221	Principles of Microeconomics or ECON 222 Principles of Macroeconomics
FIN	303	Financial Management
ITM	209	Information Management and Analytics
MGMT	227	Principles of Leading and Managing
MKCM	202	Principles of Marketing
LSB	327	Business Law and Ethics
MGMT	365	Operations Management
LEAD	400	Leading Strategic Initiatives

### Concentration Courses

#### Required Courses:

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

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

COMM	310	Intercultural Communication
COMM	312	Organizational Communication
COMM	313	How Women Lead
ECON	305	Labor Economics
GDS	216	Introduction to Gender and Diversity Studies
HIST	213	Civil Rights in America
IBUS	287	International Management
HRM	470	Special Topics in HRM
HRM	491	Research Associate
HRM	492	Teaching Associate Internship
HRM	493	Advanced Project
HRM	494	Faculty-Led Travel
MGMT	389	Management of Innovation and Change
PSY	209	Sex Matters: Gender Awareness and the Future of Work
PSY	212	Life-Span Development
PSY	342	Group Dynamics
PSY	372	Counseling Psychology
PSY	462	Social Psychology
REL	219	Christians and Muslims and Jews, Oh Why?
REL	322	World Religions

### Free Electives

16 credit-hours of electives

\*includes a 1-credit (GEC) elective

**Total Credits Required: 120**

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. The program structured on three pillars within the field, including International Business, International Management, and International Affairs, Governance and Policy. The International Business program enables students to understand an ever-changing international business environment, the cross-border movement of goods, capital, other cultures, its people, technology, and the management of business organizations in global markets, and how to be successful in these multicultural environments. The three-prong curriculum structure enables students to develop competencies relevant to specific managerial problems, including business, decision-making and marketing analytics, in an international context.

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

### General Education Courses

#### Communication

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

COMM 152 Effective Speaking

CRIT 201 Critical Writing, Reading & Research

Advanced Writing: 1 course to be selected from ENGL 320, ENGL 321, ENGL 329, ENGL 342, ENGL 345, ENGL 346 or ENGL 347

#### Leadership and Professional Development

ITM	123	Digital Applications (1 credit)
LEAD	101	Learning to Lead
SEM	139	First-Year Professional Development Seminar (1 credit)
SEM	239	Sophomore Professional Development Seminar (1 credit)
SEM	339	Junior Professional Development Seminar (1 credit)
SEM	439	Senior Professional Development Seminar (1 credit)

Professional Development: 1 course to be selected from COMM 204, COMM 258, COMM 313, FIN 201, ITM 202, LEAD 203, LEAD 270, or LEAD 370

#### Social and Behavioral Science

1 course to be selected from ECON 221 or ECON 222

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

1 course to be selected from COMM 247, COMM 310, CJM 345, ECON, HIST, PSY, or SOC

#### Humanities and Global Values

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

Global Values: 1 course to be selected from COMM 310, ECON 313, ENGL 234, ENGL 237, ENGL 310, HIST 113, HIST 114, HIST 115, HIST 210, HIST 215, HIST 325, HIST 339, HIST 342, HIST 369, HUM 241, HUM 254, PSCI 324, REL 219, REL 322, SPAN 126, SPAN 127

#### Math and Applied Science

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

#### Business Core

ACCT	238	Financial Accounting
ACCT	240	Managerial Accounting
ECON	221	Principles of Microeconomics or ECON 222 Principles of Macroeconomics
FIN	303	Financial Management
ITM	209	Information Management and Analytics
MGMT	227	Principles of Leading and Managing
MKCM	202	Principles of Marketing
LSB	327	Business Law and Ethics
MGMT	365	Operations Management
LEAD	400	Leading Strategic Initiatives

#### Concentration Courses

##### Required Courses

IBUS 287 International Management  
 IBUS 324 Comparative Politics and Economic Systems  
 IBUS 358 International Business Strategy and Trade  
 IBUS 480 Seminar in International Business  
 IBUS 490 Internship in International Business\*

\* Alternatives to IBUS 490, upon approval

IBUS	491	Research Associate
IBUS	492	Teaching Associate Internship
IBUS	493	Advanced Project
IBUS	494	Faculty-Led Travel

**Elective Courses:** (choose three additional courses from the following options):

IBUS	362	International Business Ethics
IBUS	363	International Project Management
IBUS	370	Special Topics in International Business
IBUS	412	International Economics
IBUS	434	International Marketing
IBUS	444	Advanced Economies and Emerging Markets
IBUS	450	Quantitative and Qualitative International Business Decision Making
IBUS	452	International Marketing and Economic Research Analysis
HRM	481	International Human Resource Management

#### Free Electives

13 credit-hours of electives

\*includes a 1-credit (GEC) elective

**Total Credits Required: 120**

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



## Management

Now, more than ever, our fast-paced global society needs dynamic managers to bring order to chaos. The Nichols College Management Program prepares you to lead in the future workforce by developing your communication skills to present clear and direct solutions to corporate problems; exercising your critical thinking and analytical abilities to quickly and correctly interpret key business metrics; exposing you, through case studies, to ethical dilemmas that encourage social consciousness and civic responsibility; and placing you in challenging internships with our corporate partners as an opportunity to network and hone your leadership skills. With decades of experience in management, business ownership, and consulting, our management faculty invests in the success of our students.

### General Education Courses

#### Communication

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

COMM 152 Effective Speaking

CRIT 201 Critical Writing, Reading & Research

Advanced Writing: 1 course to be selected from ENGL 320, ENGL 321, ENGL 329, ENGL 342, ENGL 345, ENGL 346 or ENGL 347

#### Leadership and Professional Development

ITM 123 Digital Applications (1 credit)

LEAD 101 Learning to Lead

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

SEM 239 Sophomore Professional Development Seminar (1 credit)

SEM 339 Junior Professional Development Seminar (1 credit)

SEM 439 Senior Professional Development Seminar (1 credit)

Professional Development: 1 course to be selected from COMM 204, COMM 258, COMM 313, FIN 201, ITM 202, LEAD 203, LEAD 270, or LEAD 370

#### Social and Behavioral Science

1 course to be selected from ECON 221 or ECON 222

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

1 course to be selected from COMM 247, COMM 310, CJM 345, ECON, HIST, PSY, or SOC

#### Humanities and Global Values

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

Global Values: 1 course to be selected from COMM 310, ECON 313, ENGL 234, ENGL 237, ENGL 310, HIST 113, HIST 114, HIST 115, HIST 210, HIST 215, HIST 325, HIST 339, HIST 342, HIST 369, HUM 241, HUM 254, PSCI 324, REL 219, REL 322, SPAN 126, SPAN 127

### Math and Applied Science

MATH 215 Statistics

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

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

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

### Business Core

ACCT 238 Financial Accounting

ACCT 240 Managerial Accounting

ECON 221 Principles of Microeconomics or ECON 222 Principles of Macroeconomics

FIN 303 Financial Management

ITM 209 Information Management and Analytics

MGMT 227 Principles of Leading and Managing

MKCM 202 Principles of Marketing

LSB 327 Business Law and Ethics

MGMT 365 Operations Management

LEAD 400 Leading Strategic Initiatives

### Concentration Courses

#### Required Courses

HRM 213 Human Resource Management

MGMT 287 International Management

MGMT 389 Management of Innovation and Change

MGMT 444 Current Issues Seminar

*and one from the experiential learning suite of choices:*

MGMT 490 Internship

MGMT 491 Research Associate

MGMT 492 Teaching Associate Internship

MGMT 493 Advanced Project

MGMT 494 Faculty-Led Travel

**Elective Courses:** (choose two from the following options):

MGMT 337 Project Management

MGMT 339 Retail Management

MGMT 378 Entrepreneurial Management

MGMT 370 Special Topics in Management

MGMT 470 Special Topics in Management

### Free Electives

16 credit-hours of electives

\*includes a 1-credit (GEC) elective

**Total Credits Required: 120**

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

## Marketing

The Marketing program is designed for students who are interested in developing strategic marketing and communication plans for business-to-consumer, business-to-business, non-profit and governmental organizations. In a rapidly evolving global marketplace, organizations devote substantial resources to create and sustain superior interactions with customers at all points of contact: in person, mobile, online and virtual. The program employs experiential learning approaches, often in the form of direct student interaction with active companies and organizations, to develop and apply data analysis, planning, digital communication, selling, and leadership and decision making skills. These skills are honed in courses related to specific disciplines in marketing to help make students career-ready.

The Marketing program offers flexible, topical and relevant course offerings to prepare students for careers as marketing managers, market research professionals, and sales professionals. The program is designed to draw upon academic synergy with foundational business courses as well as psychology, sociology, technology and communication.

### General Education Courses

#### Communication

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

COMM 152 Effective Speaking

CRIT 201 Critical Writing, Reading & Research

Advanced Writing: 1 course to be selected from ENGL 320, ENGL 321, ENGL 329, ENGL 342, ENGL 345, ENGL 346 or ENGL 347

#### Leadership and Professional Development

ITM	123	Digital Applications (1 credit)
LEAD	101	Learning to Lead
SEM	139	First-Year Professional Development Seminar (1 credit)
SEM	239	Sophomore Professional Development Seminar (1 credit)
SEM	339	Junior Professional Development Seminar (1 credit)
SEM	439	Senior Professional Development Seminar (1 credit)

Professional Development: 1 course to be selected from COMM 204, COMM 258, COMM 313, FIN 201, ITM 202, LEAD 203, LEAD 270, or LEAD 370

#### Social and Behavioral Science

1 course to be selected from ECON 221 or ECON 222

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

1 course to be selected from COMM 247, COMM 310, CJM 345, ECON, HIST, PSY, or SOC

### Humanities and Global Values

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

Global Values: 1 course to be selected from COMM 310, ECON 313, ENGL 234, ENGL 237, ENGL 310, HIST 113, HIST 114, HIST 115, HIST 210, HIST 215, HIST 325, HIST 339, HIST 342, HIST 369, HUM 241, HUM 254, PSCI 324, REL 219, REL 322, SPAN 126, SPAN 127

### Math and Applied Science

MATH 215 Statistics

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

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

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

### Business Core

ACCT	238	Financial Accounting
ACCT	240	Managerial Accounting
ECON	221	Principles of Microeconomics or ECON 222 Principles of Macroeconomics
FIN	303	Financial Management
ITM	209	Information Management and Analytics
MGMT	227	Principles of Leading and Managing
MKCM	202	Principles of Marketing
LSB	327	Business Law and Ethics
MGMT	365	Operations Management
LEAD	400	Leading Strategic Initiatives

### Concentration Courses

#### Required Courses

COMM	247	Introduction to Communication Studies
MKCM	361	Consumer Marketing
MKCM	433	Market Research
MKCM	480	Marketing Seminar

**Elective Courses:** (choose four from the following options - at least two must be a 400 level course):

COMM	310	Intercultural Communication
COMM	312	Organizational Communication
MKCM	316	Mass Media and Public Relations
MKCM	362	Business Marketing
MKCM	370	Special Topics in Marketing
MKCM	408	Psychology of Advertising
MKCM/IBUS	434	International Marketing
MKCM	435	Marketing Communication
MKCM	436	Sales Management
MKCM	470	Special Topics in Marketing

### Free Electives

13 credit-hours of electives

\*includes a 1-credit (GEC) elective

**Total Credits Required: 120**

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

## Marketing Analytics

As part of the broader Marketing program, the Marketing Analytics concentration is designed for students seeking careers that leverage data and analysis to improve marketing decision-making. The growth of digital marketing applications has created the need for marketing analytics professionals in all organizations, from start-up to Fortune 500. Students will learn to use a variety of analytics tools and techniques to plan, collect, analyze and report business intelligence specifically designed to improve marketing planning, execution, measurement, and return on investment. The program is designed to draw upon academic synergy with foundational business courses as well as psychology, sociology, technology and communication.

### General Education Courses

#### Communication

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

COMM 152 Effective Speaking

CRIT 201 Critical Writing, Reading & Research

Advanced Writing: 1 course to be selected from ENGL 320, ENGL 321, ENGL 329, ENGL 342, ENGL 345, ENGL 346 or ENGL 347

#### Leadership and Professional Development

ITM 123 Digital Applications (1 credit)

LEAD 101 Learning to Lead

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

SEM 239 Sophomore Professional Development Seminar (1 credit)

SEM 339 Junior Professional Development Seminar (1 credit)

SEM 439 Senior Professional Development Seminar (1 credit)

Professional Development: 1 course to be selected from COMM 204, COMM 258, COMM 313, FIN 201, ITM 202, LEAD 203, LEAD 270, or LEAD 370

#### Social and Behavioral Science

1 course to be selected from ECON 221 or ECON 222

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

1 course to be selected from COMM 247, COMM 310, CJM 345, ECON, HIST, PSY, or SOC

#### Humanities and Global Values

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

Global Values: 1 course to be selected from COMM 310, ECON 313, ENGL 234, ENGL 237, ENGL 310, HIST 113, HIST 114, HIST 115, HIST 210, HIST 215, HIST 325, HIST 339, HIST 342, HIST 369, HUM 241, HUM 254, PSCI 324, REL 219, REL 322, SPAN 126, SPAN 127

### Math and Applied Science

MATH 215 Statistics

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

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

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

### Business Core

ACCT 238 Financial Accounting

ACCT 240 Managerial Accounting

ECON 221 Principles of Microeconomics or ECON 222 Principles of Macroeconomics

FIN 303 Financial Management

ITM 209 Information Management and Analytics

MGMT 227 Principles of Leading and Managing

MKCM 202 Principles of Marketing

LSB 327 Business Law and Ethics

MGMT 365 Operations Management

LEAD 400 Leading Strategic Initiatives

### Concentration Courses

#### Required Courses:

COMM 247 Introduction to Communication Studies

MKCM 361 Consumer Marketing

MKCM 433 Market Research

MKCM 480 Marketing Seminar

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

ITM 310 Advanced Business Analytics

MGMT 337 Project Management

PSY 342 Group Dynamics or PSY 375 Statistics for Social Sciences

MKCM 370 Special Topics in Marketing

MKCM 470 Special Topics in Marketing

MKCM 490 Internship

### Free Electives

13 credit-hours of electives

\*includes a 1-credit (GEC) elective

**Total Credits Required: 120**

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. This concentration provides the skills necessary for success in a variety of areas including sport marketing, event management, high school and collegiate athletics, game day operations, sales and sponsorship, and management of amateur and professional sports organizations.

The Sport Management program builds on the strength of the undergraduate business curriculum while offering specialized courses designed to recognize the unique demands of the sport industry.

### General Education Courses

#### Communication

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

COMM 152 Effective Speaking

CRIT 201 Critical Writing, Reading & Research

Advanced Writing: 1 course to be selected from ENGL 320, ENGL 321, ENGL 329, ENGL 342, ENGL 345, ENGL 346 or ENGL 347

#### Leadership and Professional Development

ITM	123	Digital Applications (1 credit)
LEAD	101	Learning to Lead
SEM	139	First-Year Professional Development Seminar (1 credit)
SEM	239	Sophomore Professional Development Seminar (1 credit)
SEM	339	Junior Professional Development Seminar (1 credit)
SEM	439	Senior Professional Development Seminar (1 credit)

Professional Development: 1 course to be selected from COMM 204, COMM 258, COMM 313, FIN 201, ITM 202, LEAD 203, LEAD 270, or LEAD 370

#### Social and Behavioral Science

1 course to be selected from ECON 221 or ECON 222

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

1 course to be selected from COMM 247, COMM 310, CJM 345, ECON, HIST, PSY, or SOC

#### Humanities and Global Values

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

Global Values: 1 course to be selected from COMM 310, ECON 313, ENGL 234, ENGL 237, ENGL 310, HIST 113, HIST 114, HIST 115, HIST 210, HIST 215, HIST 325, HIST 339, HIST 342, HIST 369, HUM 241, HUM 254, PSCI 324, REL 219, REL 322, SPAN 126, SPAN 127

### Math and Applied Science

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

### Business Core

ACCT	238	Financial Accounting
ACCT	240	Managerial Accounting
ECON	221	Principles of Microeconomics or ECON 222 Principles of Macroeconomics
FIN	303	Financial Management
ITM	209	Information Management and Analytics
MGMT	227	Principles of Leading and Managing
MKCM	202	Principles of Marketing
LSB	327	Business Law and Ethics
MGMT	365	Operations Management
LEAD	400	Leading Strategic Initiatives

### Concentration Courses

SMGT	251	Introduction to Sport and Operations Management
SMGT	352	Sport in Society
SMGT	363	Sport Event Management
SMGT	367	Marketing and Fan Engagement
SMGT	459	Sport Law
SMGT	462	Sport Communication
SMGT	480	Sport Seminar
SMGT	488	Internship (9 credit)

Completion of the internship credit can be achieved through a combination from the following courses: SMGT 488, or SMGT 489 and SMGT 488, or SMGT 489 and SMGT 297 (6 hours), or SMGT 489 and SMGT 297.

Nine credit hours of experiential learning will still be required for the SMGT concentration. For this requirement, a minimum of three out of the nine credit hours must be an SMGT internship course.

The total of nine credit hours may be achieved through combinations of the three, six, and/or nine credit of internship course(s); or up to six credits of sport practicum courses along with the three required hours of internship.

As an example, variations for the experiential learning may include

- 9 credits of internship hours
- 6 credits of internship hours, and 3 credits of practicum hours
- 3 credits of internship hours, and 6 credits of practicum hours

### Free Electives

7 credit-hours of electives

\*includes a 1-credit (GEC) elective

**Total Credits Required: 120**

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

## Communication

A Communication degree prepares students for careers in a variety of fields, including journalism, social media, public relations, marketing, and advertising. According to a recent survey by the National Association of Colleges & Employers, effective written and oral communication skills are among the most important attributes sought by employers when making hiring decisions. Communication majors are valued because of their ability to use critical and analytical thinking skills to build successful relationships and contribute to positive group dynamics. Nichols Communication majors make a difference in the workplace and the world as they emerge from the program with a strong sense of ethics and social responsibility, and the ability to shape decisions in business and society: locally, nationally and globally. Key skills that a Communication student will develop are public speaking, writing, persuasion, editing, social media, and visual media.

### General Education Courses

#### Communication

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

COMM 152 Effective Speaking

CRIT 201 Critical Writing, Reading & Research

Advanced Writing: 1 course to be selected from ENGL 320, ENGL 321, ENGL 329, ENGL 342, ENGL 345, ENGL 346 or ENGL 347

#### Leadership and Professional Development

ITM	123	Digital Applications (1 credit)
LEAD	101	Learning to Lead
SEM	139	First-Year Professional Development Seminar (1 credit)
SEM	239	Sophomore Professional Development Seminar (1 credit)
SEM	339	Junior Professional Development Seminar (1 credit)
SEM	439	Senior Professional Development Seminar (1 credit)

Professional Development: 1 course to be selected from COMM 204, COMM 258, COMM 313, FIN 201, ITM 202, LEAD 203, LEAD 270, or LEAD 370

#### Social and Behavioral Science

1 course to be selected from ECON 221 or ECON 222

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

1 course to be selected from COMM 247, COMM 310, CJM 345, ECON, HIST, PSY, or SOC

#### Humanities and Global Values

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

Global Values: 1 course to be selected from COMM 310, ECON 313, ENGL 234, ENGL 237, ENGL 310, HIST 113, HIST 114, HIST 115, HIST 210, HIST 215, HIST 325, HIST 339, HIST 342, HIST 369, HUM 241, HUM 254, PSCI 324, REL 219, REL 322, SPAN 126, SPAN 127

#### Math and Applied Science

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

### Liberal Arts Core

#### Interpreting Our Stories

Origins: 1 course to be selected from ENGL 235, ENGL 236, ENGL 314, ENGL 413, ENGL 470, HIST 110, HIST 111, HIST 113, HIST 114, HIST 211, HIST 315, HIST 355, or special topics in HIST

Modern to Contemporary: 1 course to be selected from ENGL 237, ENGL 238, ENGL 312, ENGL 315, ENGL 327, ENGL 414, ENGL 471, HIST 112, HIST 115, HIST 210, HIST 213, HIST 214, HIST 215, HIST 217, HIST 322, HIST 325, HIST 339, HIST 340, HIST 342, HIST 352, HIST 369, or special topics in HIST or PSCI

#### Examining The Human Condition

2 courses to be selected from HUM 244, Any course 200 or above in PHIL, PSCI, PSY, REL, SOC, or special topics in INTD

#### Making Connections

LA	400	Liberal Arts Capstone
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### Major Courses

#### Required Courses:

COMM	247	Introduction to Communication Studies
COMM	258	Visual Communication
COMM	310	Intercultural Communication
COMM	314	Argument and Persuasion
COMM	480	Communication Capstone
COMM	490	Internship

**Elective Courses:** (four additional courses from those listed below - no more than two can be at the 200 level):

COMM	204	Advanced Professional Communication
COMM	206	Introduction to Film
COMM	248	Media Literacy
COMM	270	Special Topics in Communication
COMM	312	Organizational Communication
COMM	313	How Women Lead
COMM	315	Digital Content Creation
COMM	318	Social Media and Society
COMM	370	Special Topics in Communication
COMM	410	Gender and Communication



COMM	412	Political Communication
COMM	462	Sport Communication
COMM	470	Special Topics in Communication
ENGL	321	Professional Writing
ENGL	342	Sportswriting
ENGL	345	Non-fiction Writing
ENGL	346	Journalism
LEAD	203	Leading and Working in Teams
MKCM	316	Mass Media and Public Relations
MKCM	361	Consumer Marketing
MKCM	435	Marketing Communication
MKCM	470	Special Topics in Marketing, upon approval
PSY	308	Psychology of Temperament
PSY	342	Group Dynamics
PSY	375	Statistics for Social Science

### Free Electives

22 credit-hours of electives

\*includes a 1-credit (GEC) elective

### Total Credits Required: 120

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

## Criminal Justice

The Criminal Justice program offers undergraduate students an opportunity to develop the skills and knowledge required for career opportunities in the public and private sector. This program is structured on the liberal arts core curriculum and includes a focus on current trends in criminal justice such as homeland security, emergency management and planning, white collar crime, high tech crime, and criminal/fire investigations. Career readiness requires developing skills in communication, behavioral sciences, quantitative/qualitative analysis, and dynamic experiential learning opportunities and required internships. The criminal justice program provides a well-rounded education for sustained professionalism and personal growth.

Public sector positions include the court system, FBI, IRS, Homeland Security, juvenile program worker, correctional officer, state trooper and local police officer positions. Private opportunities include positions as a corporate security officer, industrial security specialist, and fraud investigator.

### General Education Courses

#### Communication

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

COMM 152 Effective Speaking

CRIT 201 Critical Writing, Reading & Research

Advanced Writing: 1 course to be selected from ENGL 320, ENGL 321, ENGL 329, ENGL 342, ENGL 345, ENGL 346 or ENGL 347

#### Leadership and Professional Development

ITM 123 Digital Applications (1 credit)

LEAD 101 Learning to Lead

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

SEM 239 Sophomore Professional Development Seminar (1 credit)

SEM 339 Junior Professional Development Seminar (1 credit)

SEM 439 Senior Professional Development Seminar (1 credit)

Professional Development: 1 course to be selected from COMM 204, COMM 258, COMM 313, FIN 201, ITM 202, LEAD 203, LEAD 270, or LEAD 370

#### Social and Behavioral Science

1 course to be selected from ECON 221 or ECON 222

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

1 course to be selected from COMM 247, COMM 310, CJM 345, ECON, HIST, PSY, or SOC

#### Humanities and Global Values

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

Global Values: 1 course to be selected from COMM 310, ECON 313, ENGL 235, ENGL 237, ENGL 238, ENGL 310, HIST 113, HIST 114, HIST 115, HIST 210, HIST 215, HIST 325, HIST 339, HIST 342, HIST 369, HUM 241, HUM 254, PSCI 324, REL 219, REL 322, SPAN 126, SPAN 127

### Math and Applied Science

MATH 215 Statistics

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

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

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

### Liberal Arts Core

#### Interpreting Our Stories

Origins: 1 course to be selected from ENGL 235, ENGL 236, ENGL 314, ENGL 413, ENGL 470, HIST 110, HIST 111, HIST 113, HIST 114, HIST 211, HIST 315, HIST 355, or special topics in HIST

Modern to Contemporary: 1 course to be selected from ENGL 234, ENGL 237, ENGL 312, ENGL 315, ENGL 327, ENGL 414, ENGL 471, HIST 112, HIST 115, HIST 210, HIST 213, HIST 214, HIST 215, HIST 217, HIST 322, HIST 325, HIST 339, HIST 340, HIST 342, HIST 352, HIST 369, or special topics in HIST or PSCI

#### Examining The Human Condition

2 courses to be selected from HUM 244, Any course 200 or above in PHIL, PSCI, PSY, REL, SOC, or special topics in INTD

#### Making Connections

LA 400 Liberal Arts Capstone

### Major Courses

#### Required Courses:

CJM	209	Introduction to Justice Studies
CJM	210	Criminal Law and Procedure
CJM	302	Security Investigations
CJM	345	American Corrections
CJM	347	Emergency Planning
CJM	390	Criminal Justice Internship
CJM	480	Advanced Issues in Criminal Justice

#### Elective Courses: (four additional courses from those listed below):

CJM	305	Bride of ISIS
CJM	324	Forensic Analysis and Interpretation
CJM	325	Criminology
CJM	375	Research Methods
CJM	417	Homeland Security/Terrorism
CJM	270/370/470	Special Topics in Criminal Justice
CJM	493	Physical Security
SOC	215	Juvenile Delinquency

### Free Electives

19 credit-hours of electives

\*includes a 1-credit (GEC) elective

**Total Credits Required: 120**

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

## Economics

Economics is the social science concerned with the study of people "in the ordinary business of life." It examines the behavior of consumers, business firms, labor unions, government, and other decision makers who take part in the process whereby limited resources are allocated so as to best satisfy people's wants and desires. The major in Economics provides the student with a unique opportunity to blend both theoretical and practical courses in a manner designed to develop decision-making skills. Students may choose courses according to their interests and vocational objectives. The student is exposed to a number of applied fields which focus on personal, local, regional, national, and international economic problems.

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

### General Education Courses

#### Communication

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

COMM 152 Effective Speaking

CRIT 201 Critical Writing, Reading & Research

Advanced Writing: 1 course to be selected from ENGL 320, ENGL 321, ENGL 329, ENGL 342, ENGL 345, ENGL 346 or ENGL 347

#### Leadership and Professional Development

ITM	123	Digital Applications (1 credit)
LEAD	101	Learning to Lead
SEM	139	First-Year Professional Development Seminar (1 credit)
SEM	239	Sophomore Professional Development Seminar (1 credit)
SEM	339	Junior Professional Development Seminar (1 credit)
SEM	439	Senior Professional Development Seminar (1 credit)

Professional Development: 1 course to be selected from COMM 204, COMM 258, COMM 313, FIN 201, ITM 202, LEAD 203, LEAD 270, or LEAD 370

#### Social and Behavioral Science

1 course to be selected from ECON 221 or ECON 222

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

1 course to be selected from COMM 247, COMM 310, CJM 345, ECON, HIST, PSY, or SOC

#### Humanities and Global Values

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

Global Values: 1 course to be selected from COMM 310, ECON 313, ENGL 234, ENGL 237, ENGL 310, HIST 113, HIST 114, HIST 115, HIST 210, HIST 215, HIST 325, HIST 339, HIST 342, HIST 369, HUM 241, HUM 254, PSCI 324, REL 219, REL 322, SPAN 126, SPAN 127

#### Math and Applied Science

MATH 215 Statistics

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

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

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

### Liberal Arts Core

#### Interpreting Our Stories

Origins: 1 course to be selected from ENGL 235, ENGL 236, ENGL 314, ENGL 413, ENGL 470, HIST 110, HIST 111, HIST 113, HIST 114, HIST 211, HIST 315, HIST 355, or special topics in HIST

Modern to Contemporary: 1 course to be selected from ENGL 237, ENGL 238, ENGL 312, ENGL 315, ENGL 327, ENGL 414, ENGL 471, HIST 112, HIST 115, HIST 210, HIST 213, HIST 214, HIST 215, HIST 217, HIST 322, HIST 325, HIST 339, HIST 340, HIST 342, HIST 352, HIST 369, or special topics in HIST or PSCI

#### Examining The Human Condition

2 courses to be selected from HUM 244, Any course 200 or above in PHIL, PSCI, PSY, REL, SOC, or special topics in INTD

#### Making Connections

LA 400 Liberal Arts Capstone

### Major Courses

#### Required Courses:

ECON	222	Principles of Macroeconomics
ECON	303	Prices and the Market System
ECON	304	Inflation, Employment, and National Income
ECON	307	Money, Banking, and the Economy

**Elective Courses:** (five additional courses in ECON from those listed below):

ECON	305	Labor Economics
ECON	309	World Economic Geography
ECON	313	Women in the Global Economy
ECON	352	American Economic History
ECON	370	Special Topics in Political Economy
ECON	412	International Economics
ECON	415	Urban and Regional Economics
ECON	470	Special Topics in Economics

### Free Electives

25 credit-hours of electives

\*includes a 1-credit (GEC) elective

**Total Credits Required: 120**

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

## English

The English program provides students with in-depth knowledge of literature and an understanding of different societies and cultures (including our own) as revealed within literary texts. Through this program, students will develop distinctive written and oral styles of expression, critical thinking skills, and analytic approaches to real world problems—attributes employers increasingly value and require. As program graduates, students will possess the communication skills needed to succeed in a variety of positions in business, government, research, education, and publishing, as well as in cultural, entertainment, and communication organizations. Nichols English graduates have gone on to graduate school or pursued careers in education, law, and journalism.

### General Education Courses

#### Communication

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

COMM 152 Effective Speaking

CRIT 201 Critical Writing, Reading & Research

Advanced Writing: 1 course to be selected from ENGL 320, ENGL 321, ENGL 329, ENGL 342, ENGL 345, ENGL 346 or ENGL 347

#### Leadership and Professional Development

ITM	123	Digital Applications (1 credit)
LEAD	101	Learning to Lead
SEM	139	First-Year Professional Development Seminar (1 credit)
SEM	239	Sophomore Professional Development Seminar (1 credit)
SEM	339	Junior Professional Development Seminar (1 credit)
SEM	439	Senior Professional Development Seminar (1 credit)

Professional Development: 1 course to be selected from COMM 204, COMM 258, COMM 313, FIN 201, ITM 202, LEAD 203, LEAD 270, or LEAD 370

#### Social and Behavioral Science

1 course to be selected from ECON 221 or ECON 222

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

1 course to be selected from COMM 247, COMM 310, CJM 345, ECON, HIST, PSY, or SOC

### Humanities and Global Values

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

Global Values: 1 course to be selected from COMM 310, ECON 313, ENGL 234, ENGL 237, ENGL 310, HIST 113, HIST 114, HIST 115, HIST 210, HIST 215, HIST 325, HIST 339, HIST 342, HIST 369, HUM 241, HUM 254, PSCI 324, REL 219, REL 322, SPAN 126, SPAN 127

### Math and Applied Science

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

### Liberal Arts Core

#### Interpreting Our Stories

Origins: 1 course to be selected from ENGL 235, ENGL 236, ENGL 314, ENGL 413, ENGL 470, HIST 110, HIST 111, HIST 113, HIST 114, HIST 211, HIST 315, HIST 355, or special topics in HIST

Modern to Contemporary: 1 course to be selected from ENGL 237, ENGL 238, ENGL 312, ENGL 315, ENGL 327, ENGL 414, ENGL 471, HIST 112, HIST 115, HIST 210, HIST 213, HIST 214, HIST 215, HIST 217, HIST 322, HIST 325, HIST 339, HIST 340, HIST 342, HIST 352, HIST 369, or special topics in HIST or PSCI

#### Examining The Human Condition

2 courses to be selected from HUM 244, Any course 200 or above in PHIL, PSCI, PSY, REL, SOC, or special topics in INTD

#### Making Connections

LA 400 Liberal Arts Capstone

### Major Courses

#### Group I: Required Courses (16 credits)

ENGL	213	Introduction to Literature
ENGL	234	World Literature I: Myths, Legends, Folklore
ENGL	236	World Literature II: Shakespeare
ENGL	237	World Literature III: 18th-19th century
ENGL	314	Early American Lit
ENGL	481	Senior Thesis (1 credit-hour)

**Group II** (Choice of 4: 12 credits)

ENGL	214	Culture and Identity in Literature
ENGL	310	Themes in Literature
ENGL	312	Contemporary Literature
ENGL	327	Introduction to Drama
ENGL	413	Major Authors in Literature before 1870
ENGL	414	Major Authors in Literature after 1870
ENGL	470/471	Special Topics in English

**Group III** (1 required: 3 credits)

ENGL	320	Fiction Writing
ENGL	321	Professional Writing
ENGL	329	Introduction to Writing Poetry
ENGL	342	Sportswriting
ENGL	345	Non-Fiction Writing
ENGL	346	Journalism
ENGL	347	Science-Fiction Writing

**Group IV** (1 required: 3 credits)

ENGL	490	Internship in English
ENGL	491	Research Associate
ENGL	492	Teaching Associate Internship
ENGL	493	Advanced Project
ENGL	494	Faculty-Led Travel

**Free Electives**

18 credit-hours of electives

**Total Credits Required: 120**

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



## History

The mission of the History Program is to cultivate engaged and civically minded students who are more deeply aware of the historical roots of contemporary national and global issues. Our courses challenge students to recognize change or continuity over time, to consider multiple perspectives, to develop their own interpretations of the past based on close readings of primary and secondary sources, and to express effectively their arguments in multiple mediums. The analytical and communication skills that students develop will enhance their professional readiness and prepare them for careers in fields such as business, law, teaching, government, journalism, public relations, non-profit organizations, and public history.

### General Education Courses

#### Communication

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

COMM 152 Effective Speaking

CRIT 201 Critical Writing, Reading & Research

Advanced Writing: 1 course to be selected from ENGL 320, ENGL 321, ENGL 329, ENGL 342, ENGL 345, ENGL 346 or ENGL 347

#### Leadership and Professional Development

ITM 123 Digital Applications (1 credit)

LEAD 101 Learning to Lead

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

SEM 239 Sophomore Professional Development Seminar (1 credit)

SEM 339 Junior Professional Development Seminar (1 credit)

SEM 439 Senior Professional Development Seminar (1 credit)

Professional Development: 1 course to be selected from COMM 204, COMM 258, COMM 313, FIN 201, ITM 202, LEAD 203, LEAD 270, or LEAD 370

#### Social and Behavioral Science

1 course to be selected from ECON 221 or ECON 222

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

1 course to be selected from COMM 247, COMM 310, CJM 345, ECON, HIST, PSY, or SOC

#### Humanities and Global Values

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

Global Values: 1 course to be selected from COMM 310, ECON 313, ENGL 235, ENGL 237, ENGL 238, ENGL 310, HIST 113, HIST 114, HIST 115, HIST 210, HIST 215, HIST 325, HIST 339, HIST 342, HIST 369, HUM 241, HUM 254, PSCI 324, REL 219, REL 322, SPAN 126, SPAN 127

### Math and Applied Science

MATH 215 Statistics

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

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

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

### Liberal Arts Core

#### Interpreting Our Stories

Origins: 1 course to be selected from ENGL 235, ENGL 236, ENGL 314, ENGL 413, ENGL 470, HIST 110, HIST 111, HIST 113, HIST 114, HIST 211, HIST 315, HIST 355, or special topics in HIST

Modern to Contemporary: 1 course to be selected from ENGL 234, ENGL 237, ENGL 312, ENGL 315, ENGL 327, ENGL 414, ENGL 471, HIST 112, HIST 115, HIST 210, HIST 213, HIST 214, HIST 215, HIST 217, HIST 322, HIST 325, HIST 339, HIST 340, HIST 342, HIST 352, HIST 369, or special topics in HIST or PSCI

#### Examining The Human Condition

2 courses to be selected from HUM 244, Any course 200 or above in PHIL, PSCI, PSY, REL, SOC, or special topics in INTD

#### Making Connections

LA 400 Liberal Arts Capstone

### Major Courses

#### Required Courses:

##### 1 U.S. History Survey

HIST 110 United States from Colony to Republic

HIST 111 The Making of Modern America

HIST 112 The American Century

##### 1 World History Survey

HIST 113 Ancient Societies

HIST 114 The Medieval World

HIST 115 The Modern Age

##### 2 Gateways

HIST 210 War on Terror

HIST 211 From Leeches to Listerine: Medicine & Disease in 19th Century America

HIST 213 Civil Rights in America

HIST 214 Sport in American History

HIST 215 World War II

HIST 217 Nichols and Its History

HIST 270 Special Topics in History

##### 2 Global Studies

HIST 339 Modern Europe since 1815

HIST 342 Modern Latin America

HIST 369 The World since 1945

HIST 370 Special Topics in History

**2 Upper-Level U.S. History**

HIST	315	Age of the American Revolution
HIST	322	Women in American Society
HIST	325	U.S. in the World
HIST	340	Political and Historical Leaders
HIST	352	American Economic History
HIST	355	U.S. Civil War
HIST	370	Special Topics in History

**1 Seminar**

HIST	480	Seminar in History
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**1 Experiential Learning**

HIST	490	Internship in History
HIST	491	Research Associate
HIST	492	Teaching Associate Internship
HIST	493	Advanced Project
HIST	494	Faculty-Led Travel

**Free Electives**

22 credit-hours of electives

\*includes a 1-credit (GEC) elective

**Total Credits Required: 120**

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

## Mathematics

Mathematics students hone their skills in deductive reasoning and quantitative analysis. As such, they develop strong foundations for success in the business world – particularly in those capacities requiring multi-tasking and focused decision-making capabilities. In this program, students will learn the mathematical theories, computational techniques, and algorithms that mathematicians use to solve economic, scientific, engineering, physics, and business problems. Graduates of this program can pursue careers across virtually every industry, including: insurance, education, health care, financial services, government agencies, and emerging technology.

### General Education Courses

#### Communication

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

COMM 152 Effective Speaking

CRIT 201 Critical Writing, Reading & Research

Advanced Writing: 1 course to be selected from ENGL 320, ENGL 321, ENGL 329, ENGL 342, ENGL 345, ENGL 346 or ENGL 347

#### Leadership and Professional Development

ITM 123 Digital Applications (1 credit)

LEAD 101 Learning to Lead

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

SEM 239 Sophomore Professional Development Seminar (1 credit)

SEM 339 Junior Professional Development Seminar (1 credit)

SEM 439 Senior Professional Development Seminar (1 credit)

Professional Development: 1 course to be selected from COMM 204, COMM 258, COMM 313, FIN 201, ITM 202, LEAD 203, LEAD 270, or LEAD 370

#### Social and Behavioral Science

1 course to be selected from ECON 221 or ECON 222

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

1 course to be selected from COMM 247, COMM 310, CJM 345, ECON, HIST, PSY, or SOC

#### Humanities and Global Values

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

Global Values: 1 course to be selected from COMM 310, ECON 313, ENGL 234, ENGL 237, ENGL 310, HIST 113, HIST 114, HIST 115, HIST 210, HIST 215, HIST 325, HIST 339, HIST 342, HIST 369, HUM 241, HUM 254, PSCI 324, REL 219, REL 322, SPAN 126, SPAN 127

### Math and Applied Science

MATH 215 Statistics

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

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

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

### Liberal Arts Core

#### Interpreting Our Stories

Origins: 1 course to be selected from ENGL 235, ENGL 236, ENGL 314, ENGL 413, ENGL 470, HIST 110, HIST 111, HIST 113, HIST 114, HIST 211, HIST 315, HIST 355, or special topics in HIST

Modern to Contemporary: 1 course to be selected from ENGL 237, ENGL 238, ENGL 312, ENGL 315, ENGL 327, ENGL 414, ENGL 471, HIST 112, HIST 115, HIST 210, HIST 213, HIST 214, HIST 215, HIST 217, HIST 322, HIST 325, HIST 339, HIST 340, HIST 342, HIST 352, HIST 369, or special topics in HIST or PSCI

#### Examining The Human Condition

2 courses to be selected from HUM 244, Any course 200 or above in PHIL, PSCI, PSY, REL, SOC, or special topics in INTD

#### Making Connections

LA 400 Liberal Arts Capstone

### Major Courses

#### Required Courses:

MATH 191 Calculus II

MATH 229 Calculus III

MATH 348 Linear Algebra

MATH 442 Abstract Algebra

#### and one from

MATH 490 Internship in Mathematics

MATH 491 Research Associate

MATH 492 Teaching Associate Internship

MATH 493 Advanced Project

MATH 494 Faculty-Led Travel

**Mathematics Elective Courses:** Five additional courses in Mathematics at the 300 – 400 level

### Free Electives

22 credit-hours of electives

\*includes a 1-credit (GEC) elective

**Total Credits Required: 120**

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

## Psychology

A degree in psychology can prepare you for a wide variety of career paths. Our Psychology majors are known for their strong communication skills, understanding of human behavior, problem-solving skills, and ability to collect, organize, and analyze information. Our graduates are well-positioned to pursue further graduate training.

The Psychology curriculum challenges students to critically evaluate complex issues in today's world by exploring the science of human thought and behavior. From core and foundation courses that address general concepts and theoretical perspectives, to specialized electives that allow you to delve more deeply into specific areas of interest. Working closely with their advisor, students are encouraged to combine electives to form a thematic concentration that is personally and professionally meaningful.

Because psychology examines how and why people act, think, and feel, the Psychology Major (or Minor) is particularly useful when combined with other disciplines such as criminal justice, marketing, business communication, and management.

The Psychology Faculty is committed to service as teachers and mentors, helping students define their professional goals both in and out of the classroom through research projects, teaching assistant opportunities, internships and independent study. Students can participate in community service through the Psychology Club and other campus organizations. Students who excel academically may apply to join the Psi Chi National Honor Society in Psychology.

### General Education Courses

#### Communication

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

COMM 152 Effective Speaking

CRIT 201 Critical Writing, Reading & Research

Advanced Writing: 1 course to be selected from ENGL 320, ENGL 321, ENGL 329, ENGL 342, ENGL 345, ENGL 346 or ENGL 347

#### Leadership and Professional Development

ITM	123	Digital Applications (1 credit)
LEAD	101	Learning to Lead
SEM	139	First-Year Professional Development Seminar (1 credit)
SEM	239	Sophomore Professional Development Seminar (1 credit)
SEM	339	Junior Professional Development Seminar (1 credit)
SEM	439	Senior Professional Development Seminar (1 credit)

Professional Development: 1 course to be selected from COMM 204, COMM 258, COMM 313, FIN 201, ITM 202, LEAD 203, LEAD 270, or LEAD 370

#### Social and Behavioral Science

1 course to be selected from ECON 221 or ECON 222

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

1 course to be selected from COMM 247, COMM 310, CJM 345, ECON, HIST, PSY, or SOC

#### Humanities and Global Values

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

Global Values: 1 course to be selected from COMM 310, ECON 313, ENGL 234, ENGL 237, ENGL 310, HIST 113, HIST 114, HIST 115, HIST 210, HIST 215, HIST 325, HIST 339, HIST 342, HIST 369, HUM 241, HUM 254, PSCI 324, REL 219, REL 322, SPAN 126, SPAN 127

#### Math and Applied Science

MATH 215 Statistics

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

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

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

### Liberal Arts Core

#### Interpreting Our Stories

Origins: 1 course to be selected from ENGL 235, ENGL 236, ENGL 314, ENGL 413, ENGL 470, HIST 110, HIST 111, HIST 113, HIST 114, HIST 211, HIST 315, HIST 355, or special topics in HIST

Modern to Contemporary: 1 course to be selected from ENGL 237, ENGL 238, ENGL 312, ENGL 315, ENGL 327, ENGL 414, ENGL 471, HIST 112, HIST 115, HIST 210, HIST 213, HIST 214, HIST 215, HIST 217, HIST 322, HIST 325, HIST 339, HIST 340, HIST 342, HIST 352, HIST 369, or special topics in HIST or PSCI

#### Examining The Human Condition

2 courses to be selected from HUM 244, Any course 200 or above in PHIL, PSCI, PSY, REL, SOC, or special topics in INTD

#### Making Connections

LA 400 Liberal Arts Capstone

### Major Courses

#### Required Courses:

PSY	151	General Psychology
PSY	375	Statistics for the Social Sciences
PSY	493	Research Seminar in Applied Psychology

**Psychology Foundations** (4 required)

PSY	212	Life Span Development
PSY	308	Psychology of Temperament
PSY	311	Brain and Behavior
PSY	372	Counseling Psychology
PSY	374	Cognition, Learning and Memory
PSY	462	Social Psychology
PSY	478	Abnormal Psychology

**Psychology Electives** (3 required from courses listed below or additional selections from Psychology Foundation courses listed above)

PSY	214	The Psychology of Terrorism
PSY	277	Psychology of Adolescence
PSY	342	Group Dynamics
PSY		Special Topics in Psychology (may be taken more than once at 270, 370 or 470 designation)
PSY	408	Psychology of Advertising
PSY	490	Internship in Psychology
PSY	491	Research Associate
PSY	492	Teaching Associate Internship
PSY	494	Faculty-Led Travel

**Free Electives**

22 credit-hours of electives

\*includes a 1-credit (GEC) elective

**Total Credits Required: 120**

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



## MINORS IN BUSINESS

Minors are available in the following areas. A student pursuing a minor must complete four courses in an area from those listed below and earn a 2.0 or above in the subject area. Minor courses may satisfy free elective requirements only. A student must have on file a Declaration of Minor form, available online and in the Registrar's Office.

### Accounting

ACCT	241	Intermediate Accounting I
ACCT	242	Intermediate Accounting II
ACCT	245	Accounting Information Systems <b>and one from</b>
ACCT	343	Cost Accounting
ACCT	370	Special Topics in Accounting
ACCT	399	Fraud Examination
ACCT	402	Federal Taxes
ACCT	403	Advanced Federal Taxes
ACCT	490	Internship
ACCT	491	Research Associate
ACCT	492	Teaching Associate Internship
ACCT	493	Governmental and Non-Profit Accounting
ACCT	494	Faculty-Led Travel

### Corporate Finance & Investments

FIN	325	Corporate Finance
FIN	393	Investments and Security Analysis
FIN	394	Portfolio Analysis & Management
FIN	480	Problems in Business Finance <b>and one from</b>
ACCT	241	Intermediate Accounting I
ECON	412	International Economics
FIN	335	International Finance
FIN	340	Real Estate Finance & Investment
FIN	490	Internship in Corporate Finance or Investments (Approval required by Program Chair)

### Criminal Justice Management

CJM	209	Introduction to Justice Studies
CJM	210	Criminal Law and Procedure <b>and two from</b>
CJM	302	Security Investigations
CJM	305	Bride of ISIS
CJM	347	Emergency Planning
CJM	417	Homeland Security/Terrorism
CJM	493	Physical Security

### Economics

ECON	303	Prices and the Market System <b>or</b>
ECON	304	Inflation, Employment and National Income <b>and</b>
ECON		3 Economics electives

### Finance

FIN	325	Corporate Finance
FIN	393	Investments and Security Analysis
FIN	432	Financial Planning <b>and one from</b>
ACCT	402	Federal Taxes
ECON	304	Inflation, Employment, and National Income
ECON	307	Money, Banking, and the Economy
ECON	412	International Economics
FIN	335	International Finance
FIN	340	Real Estate Finance & Investment
FIN	370	Special Topics in Finance
FIN	394	Portfolio Analysis & Management
FIN	480	Problems in Business Finance
FIN	490	Internship in Finance
FIN	491	Research Associate
FIN	492	Teaching Associate Internship
FIN	494	Faculty-Led Travel

### Hospitality Management

HSP	211	Introduction to the Hospitality Industry <b>and three from (2 of which must be HSP courses)</b>
HSP	341	Casino Management
HSP	351	Event Planning and Management
HSP	361	Hospitality Facility Operations
HSP	362	Travel & Tourism
HSP	370	Special Topics in Hospitality
HSP	371	Performance Management in the Hospitality Industry
One HSP 300/400 Hospitality Elective		
HSP	470	Special Topics in Hospitality
HSP	490	Internship in Hospitality Management
HSP	491	Research Associate
HSP	492	Teaching Associate Internship
HSP	493	Advanced Project
HSP	494	Faculty-Led Travel
MKTG	361	Consumer Marketing
SMGT	470	Special Topics in Sport Management (if Hospitality related)

### Human Resource Management

HRM	213	Human Resource Management <b>and two from</b>
HRM	343	Assessment, Staffing and Employment Law
HRM	344	Developing and Motivating Human Potential
HRM	443	Compensation and Benefits
HRM	470	Special Topics in Human Resource Management
HRM	481	International Human Resource Management
HRM	490	Internship in Human Resource Management

**and one additional course from above or from the list below**

COMM	310	Intercultural Communication
COMM	312	Organizational Communication
COMM	313	How Women Lead
GDS	216	Introduction to Gender and Diversity Studies
HIST	213	Civil Rights in America
IBUS	287	International Management
HRM	491	Research Associate
HRM	492	Teaching Associate Internship
HRM	493	Advanced Project
HRM	494	Faculty-Led Travel
MGMT	389	Management of Innovation and Change
PSY	209	Sex Matters: Gender Awareness and the Future of Work
PSY	212	Life-Span Development
PSY	342	Group Dynamics
PSY	372	Counseling Psychology
PSY	462	Social Psychology
REL	219	Christians and Muslims and Jews, Oh Why?
REL	322	World Religions

### International Business

IBUS	287	International Management
		<b>and three from (*only one may be an experiential learning option)</b>
IBUS	309	World Economic Geography
IBUS	412	International Economics
IBUS	434	International Marketing
IBUS	444	Advanced Economies and Emerging Markets
IBUS	470	Selected Topics in International Business
IBUS	480	Seminar in International Business
IBUS	490	Internship in International Business*
IBUS	491	Research Associate*
IBUS	492	Teaching Associate Internship*
IBUS	493	Advanced Project*
IBUS	494	Faculty-Led Travel*

### Management

HRM	213	Human Resource Management
MGMT	287	International Management
MGMT	339	Retail Management
MGMT	370	Special Topics in Management
MGMT	378	Entrepreneurial Management
MGMT	389	Management of Innovation and Change
MGMT	444	Current Issues Seminar
MGMT	470	Special Topics in Management

### Marketing

MKCM	361	Consumer Marketing
		<b>and three from the list below (at least one must be 400-level)</b>
COMM	258	Visual Communication
COMM	310	Intercultural Communication
COMM	312	Organizational Communication
MKCM	316	Mass Media and Public Relations
MKCM	362	Business Marketing
MKCM	433	Marketing Research
MKCM	434	International Marketing
MKCM	435	Marketing Communication
MKCM	436	Sales Management
MKCM	470	Special Topics in Marketing
MKCM	490	Internship in Marketing

### Sport Management

SMGT	251	Introduction to Sport and Operations Management
		<b>and three from</b>
SMGT	297	Sport Practicum
SMGT	352	Sport in Society
SMGT	363	Sport Event Management
SMGT	367	Marketing and Fan Engagement
SMGT	459	Sport Law
SMGT	460	Athletics Administration
SMGT	462	Sport Communications
SMGT	464	Sponsorship and Sales
SMGT	469	Coaching Administration and Management
SMGT	470	Special Topics in Sport Management

## MINORS IN LIBERAL ARTS

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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.

### Communication

COMM 247 Introduction to Communication

Three additional courses to be selected from:

Any COMM course, with a maximum of one at the 200-level

MKCM 316 Mass Media and Public Relations

MKCM 435 Marketing Communication

ENGL 342 Sportswriting

ENGL 346 Journalism

### English

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

### History

One course with a HIST prefix at the 100 level and three courses with a HIST prefix at the 200-level or above (but no more than two at the 200 level).

### 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

## BUSINESS ADMINISTRATION MINOR

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The Business Administration Minor was designed for Liberal Arts students seeking a general introduction to the core principles of business. The minor is 15 credits offering students choice in a preferred area of interest(s) for 6 credits. Combined with a Liberal Arts degree the student is better prepared to lead in the operational aspects of their chosen field.

### Business Administration

ACCT 238 Financial Accounting

FIN 303 Financial Management

MGMT 227 Leading and Managing Organizations

MKCM 202 Principles of Marketing

**choose one from**

ITM 209 Information Management and Analytics

LSB 327 Business Law and Ethics

**Plus** 3 additional credits from the Business Curriculum (students select an area of interest)

## CIVIC LEADERSHIP AND POLITICS MINOR

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Students studying Civic Leadership and Politics can gain a versatile set of skills that can be applied in a wide range of exciting careers in federal, state and local governments; law; business; international organizations; nonprofit associations and organizations; campaign management and polling; journalism; electoral politics; research and university and college teaching.

For students interested in studying business, civic leadership is becoming critically important. The worlds of business and politics are becoming increasingly entangled in the contemporary era, with businesses and government having to learn together to adapt to changing global regulatory and financial pressures. From individual entrepreneurs to international economic sectors, and from cities to global governance institutions; rather than treating processes of governance and the organization of firms and markets separately, the CLPS program will reinforce the linkages between them.

PSCI 204 Introduction to Political Science

Two (2) 300-level or above PSCI electives

PSCI 480 Seminar in Civic Leadership and Politics

## GENDER AND DIVERSITY STUDIES MINOR

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The Gender and Diversity Studies Minor (GDSM) explores gender awareness and diverse identities from interdisciplinary perspectives. The approach will help to develop critical thinking in various fields, cultural intelligence, and gender sensitivity, all of which are essential components for diversity management. Integrating Liberal Arts and Business course offerings, the GDSM blends practical and theoretical approaches in its critical analyses of gender, race, class, and sexuality. Students are required to complete a total of 12 credits, or four courses, to fulfill the requirements of the minor.

GDS 216 Introduction to Gender and Diversity Studies

GDS 416 Gender and Diversity Studies Capstone

**and two approved electives from the following lists**

Choose 1 from Business: COMM 310, COMM 313, ECON 305, ECON 333, ECON 412, ECON 415, HRM 344, IBUS/MGMT 287, MKCM 361

Choose 1 from Liberal Arts: HIST 322, HIST 369, HUM 254, INTD 317, PSCI 324, PSY 209, PSY 343, PSY 344, PSY 424, REL 219

## LIBERAL ARTS MINOR

Students completing a BSBA have the option of completing the twelve-credit Liberal Arts Minor. The Liberal Arts Minor allows business students great flexibility and facilitates exploration in the liberal arts. Course offerings include topics in English, History, Humanities and the Social Sciences. By broadening the idea of a minor beyond that of a single discipline, the Liberal Arts Minor will encourage an interdisciplinary approach to education.

**Liberal Arts** (for students pursuing a Business concentration only)

### Interpreting Our Stories

Origins, 1 from: ENGL 235, ENGL 236, ENGL 314, ENGL 413, ENGL 470, HIST 110, HIST 111, HIST 113, HIST 114, HIST 211, HIST 315, HIST 355

Modern to Contemporary, 1 from: ENGL 237, ENGL 312, ENGL 327, ENGL 414, ENGL 471, HIST 217, HIST 322, HIST 325, HIST 342

### Examining The Human Condition

2 from: HUM 244, Any course 200 or above in PHIL, PSCI, REL, SOC, or Special topics in INTD

## CERTIFICATE IN BUSINESS ANALYTICS

Business analytics focuses on the effective use of information to provide fact-based insights and drive positive actions. In the 21st century, analytics has become an essential component in strategic planning, forming the basis for data-driven decision making. A certificate in analytics prepares students to solve complex problems in a business environment with a combination of quantitative skills and hands-on expertise using current software applications. The prerequisite to entering the program is successful completion of MATH 215 with a grade of B or better. The certificate requires 12 credits of coursework, consisting of 4 three-credit courses, 2 of which are required and two are elective. Two of the courses can be double counted as part of the student's academic program.

ITM	310	Advanced Business Analytics
MATH	353	Introduction to Statistical Computing
<b>and two from</b>		
CJM	325	Criminology
FIN	325	Corporate Finance
ITM	202	Advanced Excel
MATH	351	Regression Analysis
MKCM	433	Market Research
PSY	375	Statistics for the Social Sciences
SMGT	4xx	Sport Analytics

## CERTIFICATE IN ENTREPRENEURSHIP

The Entrepreneurship Certificate program is intended to provide an opportunity for students interested in Entrepreneurship to pursue their chosen academic concentration while concurrently pursuing a Certificate in Entrepreneurship. The certificate requires 12 credits of coursework, consisting of 4 three-credit courses, 2 of which can be double counted as part of the student's academic program. Students are strongly encouraged to take EPS 227 as the prerequisite for these courses, but MGMT 227 will also suffice.

EPS	378	Entrepreneurial Management
EPS	385	Business Finance for Entrepreneurs
EPS	386	Sales and Marketing for Entrepreneurs
EPS	480	Entrepreneurship Capstone

## CERTIFICATE IN TERRORISM STUDIES

Students who participate in this program will develop an in-depth, interdisciplinary understanding of the causes and consequences of terrorism both at home and abroad. Students will have the opportunity to earn certifications through federal agencies such as the Department of Homeland Security and the Federal Emergency Management Agency. This program is appropriate for students in any major. Those who successfully complete the program will be well-positioned for graduate study (including the Nichols College MSC program) and a diverse array of career fields in the public and private sectors in security, law enforcement, public policy, and emergency planning. The certificate requires 12 credits of coursework, 6 of which may be double counted.

HIST	210	War on Terror
CJM	417	Homeland Security (Pre-requisite of CJM 347 can be waived for non-CJ majors)
<b>and two from</b>		
PSY	214	The Psychology of Terrorism
CJM	305	Bride of ISIS
CJM	347	Emergency Planning and Disaster Management (Pre-requisite of CJM 209 can be waived for non-CJ majors)
PSCI	319	International Security Studies
MSC	705	Homegrown Violent Extremism (Students must be enrolled in the 4+1 program)

## OTHER ACADEMIC PROGRAMS

### Emerging Leaders Program

The Emerging Leaders Program is for students seeking to learn more about leadership through experiential learning opportunities. Students will develop a strong leadership foundation with a focus on the strengthening of the following attributes: achievement, collaboration, creativity, integrity, knowledge, and social responsibility.

The Emerging Leaders Program is open to all students who have completed LEAD 101 with a B- or higher. This is a *non-credit*

bearing program; however, students completing the program receive a leadership distinction upon graduation. Upon acceptance into the program students will participate in a variety of activities, including networking opportunities, career-related experience, and a leadership summit experience during which students travel together to a selected destination.

Students completing this program will emerge with stronger communication skills, and strengthened abilities to persuade, to make decisions, and ultimately, to assume leadership positions in their chosen fields.

Program Requirements	Description	# Required
I. LEAD101 – Learning to Lead	<i>Nichols foundational course in leadership:</i> Join your First Year cohort either fall or spring semester.	Grade Requirement: Achieve B- (2.7) or higher in LEAD101 and an overall C+ (2.3) cumulative GPA
II. Declaration Day	<i>A networking event to formally enter and commit to the Emerging Leaders Program:</i> Meet successful Nichols College Alumni in leadership roles in our surrounding communities and hear their personal success stories and views on leadership.	Attend 1
III. Speakers & Workshops	<i>Speaker events and workshops on leadership, developed with you in mind:</i>  Reflect on others experiences as you consider and develop your own personal style. Personal leadership styles and experiences are wide and varied.	Attend 6 over the course of the program. A minimum of 2 in each category.
IV. Campus Experience	<i>On-campus leadership roles:</i> Experience a leadership role right on campus to fully realize your leadership potential. Learning takes place both in and out of the classroom.	Participate in 1
V. Career Experience	<i>Career experiences:</i> Demonstrate your goals and career related experience through your internships and employment outside of class. Successful leaders set career goals early in their lives. They experience a variety of work environments as part of their education and goal development process.	Complete 1
VI. Community Involvement	<i>Volunteerism:</i> Demonstrate your commitment to social responsibility by performing community service in a surrounding community.	Complete 24 hours
VII. Leadership Summit	<i>A leadership capstone for students in their senior year:</i>  Travel to a destination together to receive your leadership designation.	Attend during spring semester senior year



## Experiential Learning

Nichols College strongly believes in the value of experiential learning and beginning with the class of 2021, all students will be required to complete at least one internship or experiential learning involvement for academic credit before graduating. The basic purpose of experiential learning is to provide every Nichols student with a unique opportunity to blend academic learning, professional experience, and personal reflection. Nichols ensures that each student engages in an approved, substantive (3-credit, 120-hour minimum) experiential learning opportunity, aligned with their major area of study or career interest. The opportunity is guided by faculty and provides students with opportunities to explore career fields and industries of interest, practice communication, critical thinking, and leadership skills, while simultaneously expanding their professional networks. These unique learning experiences enhance the qualifications of Nichols graduates, both in terms of employment opportunities and for applying to graduate school.

*Students should contact the Program Chair to learn the specific experiential learning requirements for a particular department.* Depending on specific program requirements, the following options may fulfill the requirement for experiential learning:

**490 - Internship**

**491 - Research Associate**

**492 - Teaching Associate Internship (TAI)**

**493 - Advanced Project**

**494 - Faculty-Led Travel**

### Internship – 490

The internship is an opportunity for students to develop professional skills and personal knowledge through working in a chosen organization. To be eligible for registration, students must have completed at least 60 hours of classroom instruction, or have received approval from the appropriate program chair. The internship and other experiential learning opportunities require approval of the Program Chair. The online approval and registration process for internships should be completed by the end of add/drop during the semester they are interning. All internships must be reported to the Career and Professional Development Center (CPDC) via Handshake. Please email or visit the CPDC for assistance with the internship approval process and any other questions.

The College provides a number of resources to assist students with securing experiential learning opportunities. With internships in particular, the CPDC hosts The Handshake Database which lists hundreds of internship opportunities each semester. Students also have free access to Career Shift, a software tool that allows students to conduct tailored internship searches, access employer contact information, and manage their application process. Each February, the College hosts a Career and Internship Fair for students and alumni, attended by 65+ employers. A number of companies also conduct on campus interviews in the CPDC each semester.

### Research Associate – 491

The Research Associate is an option for select, motivated students to work under the close supervision of a faculty member, assisting in the faculty's current research project, or conducting their own study. Students are provided training in research, and develop new communication and critical thinking skills, and are introduced to the possible future opportunities in the research-related aspects of their field. The experience will enhance students' graduate and employment qualifications. To be eligible, students must have completed at least 60 hours of classroom instruction. Research Associates and other experiential learning opportunities require approval of the Program Chair.

### Teaching Associate Internship – 492

A Teaching Associate Intern works with students in a specific course to provide support for the faculty member in charge. His/her duties may include teaching; preparing instructional materials; critiquing student papers; tutoring students; aiding in online or classroom discussions; sample assignment preparation; and performing other duties as assigned. Major responsibility for a class shall not be given to a teaching associate intern. The associate works under the supervision of an experienced faculty member. In consultation with the supervisor, the teaching associate works to gain instructional skills and to enhance his/her grasp of the essentials of the academic discipline and the role and responsibilities of a faculty member. To be eligible, students must have completed at least 60 hours of classroom instruction (or receive approval by the appropriate faculty member or program chair), have earned a "B+" or better in the course they wish to assist, and have earned a cumulative GPA of 3.0. Teaching Associates and other experiential learning opportunities require approval of the Program Chair.

### Advanced Project – 493

The Advanced Project is an opportunity for students to work with a group under the close supervision of a faculty member, developing professional skills and personal knowledge through an outside-the-classroom advanced project. Students develop new communication and critical thinking skills, as well as practice leadership and teamwork. They are introduced to new hands-on opportunities related to their field, and possible career opportunities. The experience will enhance students' graduate and employment qualifications. To be eligible, students must have completed at least 60 hours of classroom instruction. The Advanced Project and other experiential learning opportunities require approval of the Program Chair.

### Faculty-Led Travel – 494

A faculty-led trip is a 3-credit academic course involving traditional classroom learning and experiential learning in an international or domestic setting. These courses provide students and faculty first-hand opportunities to investigate other cultures, enhancing academic development. Students benefit from personal interactions with companies and organizations they would not encounter as a tourist. Travel is approximately 7-14 days in length during Winter Intercession, Spring Break (as part of a Spring semester course), or in May after exams.

## Nichols College Honors Scholar Program

The Honors Scholar Program offers highly motivated and academically promising full-time students in the baccalaureate degree programs at Nichols the opportunity to develop their intellectual potential to the fullest and to receive special recognition for outstanding academic achievement. It is an alternative and additional means for talented students to be recognized for their intellectual initiative and success beyond that associated with the traditional graduation honors. Honors Scholar candidates have the opportunity and challenge of working closely with leading members of the faculty as they pursue a specially designed, rigorous, and rewarding educational experience.

**Joining the Program** The Honors Scholar Program requires a minimum cumulative GPA of 3.4 and a 3.4 GPA or higher within the Honors Program courses, along with approval by an Honors Scholar Program Advisor. Current students with a cumulative GPA of 3.4 are encouraged to contact an Honors Scholar Program Advisor: Dr. Hans G. Despain, Program Chair (email: hans.despain@nichols.edu); or Dr. Kellie Deys, Program Director (email: kellie.deys@nichols.edu). Incoming freshmen are also encouraged to contact the Office of Admissions.

Seven special Honors (H) courses compose the Honors Scholar Program. Six courses will be completed – one per semester – over the first three years of study. Four lead-in Level I & II Honors courses offered in the first and second year of study will enhance academic skills and awareness of key issues prior to undertaking two advanced electives (Level III) during the third year of study. In the fourth year, Honors Scholar candidates will enroll in at least one of the two capstone courses: the interdisciplinary Honors Seminar or the Honors Thesis. Students can choose to take both capstones but only need to take one. Therefore, students must complete three courses at the 300/400 level (including a capstone course).

Honors courses should be taken in the approximate sequence in which they are offered. That is, Level I courses should be taken prior to Level II; and, Level III electives should be undertaken after the completion of Levels I & II and prior to the Honors Seminar.

Students who have maintained a 3.4 quality point average overall and a 3.4 quality point average in Honors courses will be eligible to enroll in the Honors capstone courses.

**The Honors Curriculum** (*This is an example of possible semester course offerings. There are additional Honors course offerings and courses are subject to evolve.*)

General Course Schedule
<b>First Year (Level I): 2 courses</b> ENGL 212H: Analytical Writing (Fall) INTD 270H: Honors Symposium (Spring)
<b>Sophomore Year (Level II): 2 courses</b> CRIT 201H: Critical Writing, Reading, and Research <b>OR</b> ECON 221H: Microeconomics (Fall)  ESCI 243H: Physical World <b>OR</b> MKCM 202H: Principles of Marketing (Spring)
<b>Junior Year (Level III): 2 courses</b> LSB 327H: Business Law <b>OR</b> Special Topic Course 300 level (Fall)  ENGL 3xxH: Advanced Writing <b>OR</b> Business Topic Course 300 level (Spring)
<b>Senior Year (Level IV): 1 course</b> HONR 480H: Honors Seminar (Fall or Spring) <b>OR</b> HONR 481: Honors Thesis (Spring)

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

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

## The Fischer Institute

The Fischer Institute partners with faculty and student groups, academic programs, administrative offices on campus to offer outside-the-classroom experiences on and off campus. Exploring social, economic, political, and cultural issues extends student learning. Opportunities for student leadership and collaboration with faculty are promoted through Fischer as over 80% of our events involve cross-discipline partnerships.

One example of Fischer programming is the popular Fischer Fishbowl series. Fischer Fishbowls bring controversial topics front and center for a faculty moderated, well attended event each semester. This program promotes respectful cross-discipline discussion among students on important and difficult issues.

## The Washington Center

The Washington Center (TWC) in Washington D.C. provides qualifying Nichols students with seminars and internships in our nation's capital. Placements are made with Executive branch agencies and Congress, with local governments, law enforcement and security, not-for-profit national headquarters, private firms. Nichols benefactor, Robert C. Fischer, began TWC partnership which continues to thrive at Nichols with both students and faculty benefitting from Robert Fischer's generosity.

Students may enroll in this program for academic credit utilizing specific program experiential learning requirements (490, 491, 492, 494, 494). Students should contact their program chair for approval. Students can learn about all Fischer events and programs through Twitter, electronic billboards on campus, print media, as well as through the Fischer Institute student portal page. For more information on Fischer resources and opportunities, students may contact Academic Affairs, Conant 204.

## Office for International Engagement (OIE)

The Office for International Engagement (OIE) at Nichols College is home to **inbound** International Student Services and **outbound** Study Abroad, Bilateral Exchange partnerships, International Internships, and Faculty-led Course-related Travel programs. We encourage Nichols students to experience their personal and professional potential through short term and extended international opportunities. We promote safe ex-patriate practices, life-changing experiences, resume building opportunities, while encouraging students to directly encounter global perspectives. Returning outbound students may take leadership roles among their curious counterparts through class visits and community presentations. OIE offers three information sessions per semester to get students started with their plans. The OIE Twitter account @OIE\_Nichols and Office for International Engagement student portal page will keep students up to date.

## OIE ADMINISTERED PROGRAMS

**Faculty-led Travel** At Nichols, students may gain international experience through course-related, faculty-led travel programs. Faculty may design special courses that are part of the required curriculum in the Business and Liberal Arts disciplines to offer students a global perspective, combining classroom and experiential learning. The cost of travel is the responsibility of students. Students must be enrolled in the course, be in good standing with Student Affairs, and agree to the Nichols College health, safety, and loss prevention travel policy to participate in faculty-led trips.

**International Internships** Nichols College offers cohort-based and affiliated individual international internships. Sport Management, Marketing, and International Business students, for example, have taken advantage of this competitive-edge programming. Our programs combine courses with part time internships or stand alone as full time internships. Minimum GPAs, good standing with Student Affairs, and agreement with the Nichols College health, safety, and loss prevention travel policy are prerequisite for international internship programs.

**International Students Services** Nichols attracts international students from all over the globe. International students' diverse cultural perspectives and curiosity about American culture allow them to stand out as change-agents on campus. OIE is home to international student orientation, acclimation help, F-1 student services including on-campus employment authorization and post-completion OPT authorization, and international advising. OIE also facilitates home-stay arrangements for those international students remaining on campus during breaks from classes.

**Bilateral International Exchange** Nichols College has an exchange partnership in Prague, Czech Republic with University of New York Prague. This program allows Nichols BSBA students to spend a semester in Prague studying junior and senior level business courses in English. Students from the sending institutions enjoy a Nichols semester of upper level BSBA courses. Minimum GPAs, good standing with Student Affairs, and agreement with the Nichols College health, safety, and loss prevention travel policy are prerequisite for exchange programs.

**Study Abroad** BSBA and BA students benefit from our partnerships and affiliations with Regents University in London, and worldwide with Abroad Programs International (API), American Institute for Foreign Study (AIFS), International Studies Abroad (ISA), and Study Abroad Experiences (SAE). Minimum GPAs, good standing with Student Affairs, and agreement with the Nichols College health, safety, and loss prevention travel policy are prerequisite for study abroad programs.

For information on any of these programs, contact OIE in Fels 315.

## Undergraduate Adult Education Program (UAEP)

The Undergraduate Adult Education Program provides support for non-traditional degree seeking students. This office oversees enrollment services for adult learners and transfer students as well as provides academic advising services. UAEP offers degree programs and courses in an accelerated online, evening, and hybrid format. Special considerations may be available for UAEP students interested in Day, Honors, or Graduate classes.

## GRADUATE PROGRAMS

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### Beginning Your Graduate Program as an Undergraduate

Students enrolled in the following programs may be allowed to count two Nichols College graduate courses completed during their senior undergraduate year that can be used to satisfy either an upper-level business concentration course, general education core choice, or a free elective course in their BSBA program. Therefore, six (6) credits could be earned and recognized in both the undergraduate and graduate program. Students should consult with their faculty advisor to ensure they are meeting both program requirements.

#### 3+1 Accelerated Degree Program in Accounting

Students who are considering a major in accounting and want to become a CPA can take advantage of the Nichols accelerated program in accounting. Students in this program can earn a BSBA and MSA in as little as four years. To be considered, students must have a high school GPA above 3.0 and declare intent upon entering their first year or during freshman year at Nichols. If accepted into the program, students will follow an accelerated course schedule during all four years, and must maintain a minimum 3.0 GPA throughout the program. After graduating with a bachelor's degree following the third year, students will then complete the MSA coursework in as little as 12 months.

#### 4+1 Master of Business Administration Program

Current Nichols day program students who are specializing in a Business field and are interested in earning a Master of Business Administration (MBA) at Nichols can apply to the 4+1 MBA program at any time. If accepted, students will be enrolled in seven graduate credits (three courses) during senior year at no additional cost. Students must be full-time day students and should not exceed 15 undergraduate credits in each semester of their senior year in order to avoid any graduate tuition charges.

After graduating with a bachelor's degree, students in the program can then complete the MBA coursework in as few as 12 months. For more information on this program, contact the Nichols College Division of Graduate and Professional Studies. A minimum grade point average (GPA) of 3.0 is required.

#### 4+1 Master of Science in Accounting Program

Current Nichols day program students who are specializing in the accounting discipline and are interested in earning a Master of Science in Accounting (MSA) at Nichols can apply to the 4+1 MSA program at any time. If accepted, students will be enrolled in seven graduate credits (three courses) during senior year at no additional cost. Students must be full-time day students and should not exceed 15 undergraduate credits in each semester of their senior year in order to avoid any graduate tuition charges. After graduating with a bachelor's degree with a major in accounting, students in the program can then complete the MSA coursework in as few as 12 months. Once completed, students will have the 150 college credits needed to sit for the CPA exam. For more information on this program, contact the Nichols College Division of Graduate and Professional Studies. A minimum grade point average (GPA) of 3.0 is required.

#### 4+1 Master of Science in Counterterrorism

Countering violent extremism is a top priority of the United States government, opening a variety of exciting new opportunities for skilled criminal justice professionals. The Nichols College Master of Science in Counterterrorism will give you a deep understanding of the psychological, social, political, economic, and religious factors that contribute to radicalization and the skills to quickly and efficiently assess and address risk. You'll explore cutting edge trends in cybersecurity, border control, and media messaging while researching the most effective cultural, political and military threat responses.



## Course Descriptions

### Accounting

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#### **ACCT 238 FINANCIAL ACCOUNTING**

A basic course focusing on the accounting systems, preparation of financial statements, selected balance sheet items and financial statement analysis as applied in various business organizations. This course will assist the organization manager with decision making.

3 Hours, 1 Semester

#### **ACCT 240 MANAGERIAL ACCOUNTING**

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

Prerequisite: ACCT 238 3 Hours, 1 Semester

#### **ACCT 241 INTERMEDIATE ACCOUNTING I**

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

Prerequisite: ACCT 238 3 Hours, 1 Semester

#### **ACCT 242 INTERMEDIATE ACCOUNTING II**

A continuation of ACCT 241. Topics include long-term assets, current liabilities, long-term debt and contingencies, and owners' equity. Includes computer usage.

Prerequisite: ACCT 241 3 Hours, 1 Semester

#### **ACCT 245 ACCOUNTING INFORMATION SYSTEMS**

The accounting professional is an information specialist. As a result, the profession requires a depth of technical understanding in a dynamic and evolving business environment. This course will teach students about the fundamental technical concepts underlying corporate information. This will include a how to document and follow the flow of data throughout an organization, an understanding of the systems and processes used to generate information, an explanation of the common accounting transaction cycles and how to protect information from fraud or abuse.

Prerequisite: ACCT 238, ITM 209 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 345 INTERNAL AUDIT**

The Institute of Internal Auditing states, "Internal auditing is an independent, objective assurance and consulting activity designed to add value and improve an organization's operations. It helps an organization accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control, and governance processes. The duties and responsibilities of the Internal Auditor within the management team of the organization are explored in detail." Topics covered in this course include the organization of the Internal Audit Department, staff qualifications and development, long/short range audit plans, and the elements of Internal Auditing i.e.: Preliminary Survey; Audit Programs; Fieldwork Activities; Reporting; and Management Review.

Prerequisite: 200 level ACCT courses and ACCT 343 3 Hours, 1 Semester

#### **ACCT 370 SPECIAL TOPICS IN ACCOUNTING**

Prerequisite: 200 level ACCT courses and ACCT 343 3 Hours, 1 Semester



**ACCT 399 FRAUD EXAMINATION**

This course is being offered through the Anti-Fraud Educational Partnership with the Association of Certified Fraud Examiners. The course will cover the major methods employees use to commit occupational fraud. Students will learn how and why occupational fraud is committed, how to assess where an organization is at the greatest risk for fraud, how fraudulent conduct can be deterred, and how allegations of fraud should be investigated and resolved.

Prerequisite: 200 level ACCT courses and ACCT 343  
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 303  
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 444 ADVANCED ANALYTICS FOR ACCOUNTANTS**

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 through in-depth analysis of actual organizations. Includes computer applications.

Prerequisite: All concentration requirements excluding ACCT 490  
3 Hours, 1 Semester

**ACCT 493 GOVERNMENTAL AND NON-PROFIT ACCOUNTING**

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 through in-depth analysis of actual organizations. Includes computer applications.

Prerequisite: ACCT 404  
3 Hours, 1 Semester

**ACCT 490 INTERNSHIP****ACCT 491 RESEARCH ASSOCIATE****ACCT 492 TEACHING ASSOCIATE INTERNSHIP****ACCT 494 FACULTY-LED TRAVEL**

See "Experiential Learning" in the Academic Programs section for course descriptions and governing policies.

## Art

**ART 258 MODERN ART**

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

3 Hours, 1 Semester

**ART 259 THE ESSENTIAL HISTORY OF AMERICAN ART**

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

3 Hours, 1 Semester

**ART 263 JEWELRY AND JEWELRY MAKING**

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

3 Hours, 1 Semester

**ART 270 SPECIAL TOPICS IN ART**

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

3 Hours, 1 Semester

**ART 363 INTRODUCTION TO SCULPTURE**

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

3 Hours, 1 Semester

**ART 368 INTRODUCTION TO DRAWING**

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

3 Hours, 1 Semester

**ART 369 INTRODUCTION TO PAINTING**

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

3 Hours, 1 Semester

## Communication

### COMM 152 EFFECTIVE SPEAKING

This course introduces the principles of effective speaking that will allow students to increase their effectiveness in a wide range of public and social settings. Topics covered include: content selection and organization, audience analysis, the use of technology, non-verbal communication analysis, and the use of visuals. Students will develop and deliver a minimum of six speeches on a wide range of topics. The primary goal is to increase students' skill and comfort level in delivering presentations extemporaneously.

3 Hours, 1 Semester

### COMM 204 ADVANCED PROFESSIONAL COMMUNICATION

This course will help students increase their competence and confidence in professional situations ensuring they have the essential effective communication skills workplace environments demand. Students will learn how to identify objectives, analyze audiences, and select content, improving their written and oral communication effectiveness in a variety of areas including: individual and team presentations, meetings, written reports, and online delivery.

Prerequisite: ENGL 105 or ENGL 212 and COMM 152

3 Hours, 1 Semester

### COMM 206 INTRODUCTION TO FILM

This introductory course will critically examine films as pieces of art, as well as cultural artifacts. Film techniques, such as direction, acting, production, and music, will be analyzed to understand the artistic choices made and the tools necessary to enact them. The course will consider cultural meanings created by and reflected in films, with special attention to issues of race, class, gender, and sexual orientation. The ethics of film making will also be explored.

3 Hours, 1 Semester

### COMM 247 INTRODUCTION TO COMMUNICATION STUDIES

This course includes a survey of basic theories of the human communication process, and an examination of communication in the following contexts: (1) interpersonal communication, (2) inter/intra cultural communications, (3) group communication, (4) mass communication, and (5) organizational communication.

3 Hours, 1 Semester

### COMM 248 MEDIA LITERACY

Given that media informs our daily lives in a multitude of ways, it is important to critically examine and analyze how it affects us on both a cultural and individual level. The impact that media has on methods of communication, as well as on our personal and societal notions of identity will be explored, with special attention to issues of race, class, gender, and sexual orientation.

3 Hours, 1 Semester

### COMM 258 VISUAL COMMUNICATION

The class focuses on the creation of visual material using several industry-standard software programs, and will be conducted in the computer lab and Visual Media Studio. Students will learn to generate visually interesting, informational, professional-level material using programs such as Photoshop and Final Cut Pro that are necessary for the production of video, infographics, and photographic imagery. Students will learn which software to use and combine to generate visual material effectively. 3 Hours, 1 Semester

### COMM 310 INTERCULTURAL COMMUNICATION

In this course students will gain awareness of cultural differences as they affect our daily lives, and will develop methods to bridge those differences. Globalization, the effect of social conventions on daily interactions, and the impact of cultural norms will be studied. Each student will participate in a group research project examining the challenges of conducting business and/or communicating on an intercultural basis.

Prerequisite: COMM 247

3 Hours, 1 Semester

### COMM 312 ORGANIZATIONAL COMMUNICATION

This advanced communication course will cover the theories of organizational communication, the role of communication in organizations, communicating with and between key stakeholders such as employees and management, conflict and negotiation, and ethical communication. Students will analyze real cases and propose and debate alternative solutions.

Prerequisite: MGMT 227 or COMM 247

3 Hours, 1 Semester

### COMM 313 HOW WOMEN LEAD

This course will delve into the unique characteristics of and challenges facing women in the workplace today. The biological and sociological theories of gender differences will be explored, as will gender-based communication and leadership styles. The current state of women in leadership around the world will be examined, with students completing a statistical research project. Students will examine and reflect on their own leadership and work styles, as well as practice professional skills of particular interest to women.

Prerequisite: LEAD 101

3 Hours, 1 Semester

### COMM 314 ARGUMENT AND PERSUASION

This course is designed to introduce students to the art of persuasion and to crafting arguments that influence others. Focus will be on studying and practicing the behaviors of persuasive arguers, such as effective analysis, sound research, and rigorous evaluation of data. By examining argumentative styles as well as logical, emotional, and ethical appeals, students will develop critical thinking and analytical skills while engaging in socially responsible rhetoric. Students will learn to express themselves clearly and economically, creating a foundation for other courses in the major.

Prerequisite: 14 completed credit hours

3 Hours, 1 Semester

**COMM 315 DIGITAL CONTENT CREATION**

In this hands-on course, students will have the opportunity to learn to develop strategically-based and audience-focused digital content such as social media, blogs, videos, and more. Emphasis will be on learning to brainstorm, plan, and design in order to communicate ideas clearly, concisely, and purposefully. Students will work on audience analysis, development of “voice,” storyboarding/storytelling, and writing/editing, as well as digital skills such as video editing, typography, infographics, and more. The course will include both classroom and lab time.

Prerequisite: COMM 258

3 Hours, 1 Semester

**COMM 318 SOCIAL MEDIA AND SOCIETY**

This course will examine the evolving impact and meaning of social media across multiple aspects of society. Students will analyze the social processes and structures of networks, as well as the problems and benefits they create. The course will explore topics such as influence, privacy, “friendship,” the lack of geographical boundaries, bullying, self-esteem, and self-expression.

3 Hours, 1 Semester

**COMM 410 GENDER AND COMMUNICATION**

Gender is both constructed by communication created in social institutions and performed through individual communicative practices. The purpose of this course is to raise students’ awareness regarding the ways in which gender is created, maintained, and/or changed through verbal, non-verbal, interpersonal, and social communication practices. This course is eligible for credit in Bryant University’s Masters of Arts in Communication.

Prerequisite: 75 completed credit hours and 3.0 GPA

3 Hours, 1 Semester

**COMM 412 POLITICAL COMMUNICATION**

Students in this interdisciplinary course explore the political implications of our rapidly evolving media environment. They learn how mass media, the internet, and new information and communication technologies are changing the way politics work in the U.S. and around the world. We will examine everything from satire and the “Tina Fey” effect, the role of new communication technology in organizing and collective action, strategic communications, to public affairs, and public diplomacy.

This course is eligible for credit in Bryant University’s Masters of Arts in Communication.

Prerequisite: 75 completed credit hours and 3.0 GPA

3 Hours, 1 Semester

**COMM 462 SPORT COMMUNICATION**

This course is designed to introduce the students to the role of effective communication in the sport industry. The nature and function of communication will be examined in a variety of settings. Emphasis will be placed on interpersonal communications, public relations, mass media relations, public speaking, and innovative technology. This class is designated as a writing intensive course.

Prerequisite: COMM 247 or SMGT 251 or SMGT 352

3 Hours, 1 Semester

**COMM 270/370/470 SPECIAL TOPICS IN COMMUNICATION**

This course will address a specific topic in the field of communication. Topics may vary, due to the rapidly changing nature of the discipline, and may reflect current trends, practices, or methodologies.

Prerequisite: TBA depending on subject matter

3 Hours, 1 Semester

**COMM 480 COMMUNICATION CAPSTONE**

This course will ask senior Communication majors to create culminating projects about areas of change or trends that may impact the consumption, creation, study, and ethical implications of communication. The course will emphasize analysis and critical thinking that will drive their research and writing as a means of moving those findings towards meaningful presentations.

Prerequisite: COMM 247, COMM 258, COMM 310 COMM 314

3 Hours, 1 Semester

**COMM 490 INTERNSHIP IN COMMUNICATION****COMM 491 RESEARCH ASSOCIATE****COMM 492 TEACHING ASSOCIATE INTERNSHIP****COMM 493 ADVANCED PROJECT****COMM 494 FACULTY-LED TRAVEL**

The five experiential courses listed above require approval of the Program Chair. The prerequisites are, minimally, COMM 247 and 60 credit hours earned; other prerequisites may apply. See “Experiential Learning” in the Academic Programs section for course descriptions and governing policies.

## Criminal Justice Management

### CJM 209 INTRODUCTION TO JUSTICE STUDIES

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 305 BRIDE OF ISIS

This course will explore females that chose to marry foreign fighters tied to terrorism, specifically ISIS. Focus will be placed around Shannon Conley, the typical "girl next door", who fell under the influence of Internet jihadi ideologies and decided to become an ISIS bride. The amount of female terrorists continues to rise in our society both domestically and internationally; therefore, this course will also examine the radicalization process of females and potential ways to combat this radicalization process.

Prerequisite: CJM 209

3 Hours, 1 Semester

### CJM 324 FORENSIC ANALYSIS AND INTERPRETATION

This course will explore the application of science to criminal investigations. Emphasis will be placed on the recovery of evidence from the crime scene through the analysis at the crime lab, and its interpretation in the courts. Specific topics will include: the collection of evidence, death investigations, and the use of fingerprint, firearms, tool marks, and bloodstain pattern analysis. Analysis of drug tests and trace evidence (hair and fibers) will also be covered. Multiple case studies will be used to relate classroom principles to real world examples.

Prerequisite: CJM 209

3 Hours, 1 Semester

### CJM 325 CRIMINOLOGY

Within the field of criminal justice, it is necessary to understand why some people commit crimes and others do not. Crime rates throughout the world are continuously monitored and everyone wants to know the profile of the typical offender; yet it's relevant that we explore the principles and theories that correlate with crime rates and its offenders. This course will explore historical and contemporary theories of the causes of crime; including theories derived from biological, psychological, sociological, geographic, economic, and political perspectives.

3 Hours, 1 Semester

### CJM 270/370/470 SPECIAL TOPICS IN CRIMINAL JUSTICE MANAGEMENT

This course is offered on an occasional basis and addresses topics and themes of special interest not covered in the standard course offering in criminal justice.

Prerequisite: CJM 209 and CJM 210

3 Hours, 1 Semester

### CJM 345 AMERICAN CORRECTIONS

The purpose of this course is to introduce students to the American Correctional system and to cover the history of corrections, punishment of offenders, the prison experience, incarceration of women, and institutional management.

Prerequisite: Any CJM, PSY, or SOC course

3 Hours, 1 Semester

### CJM 347 EMERGENCY PLANNING AND DISASTER MANAGEMENT

This course will cover topics such as risk identification and assessment of multi-hazards whether natural and man-made, violence in the workplace, development of crisis and disaster incident management programs, and business/agency continuation planning. Students will understand that natural and man-made hazards represent a threat to the financial welfare of a corporation/agency and the safety of its employees and visitors. Students will have the opportunity to obtain FEMA certifications.

Prerequisite: CJM 209

3 Hours, 1 Semester

### CJM 375 RESEARCH METHODS IN CRIMINAL JUSTICE MANAGEMENT

This course introduces students to scientific methodology as it relates to criminal justice in order for students to become researchers and understand the field of research as it relates to criminal justice. This course provides students with an understanding of the methods of research available to criminologists and the police. It also connects theory to data, and emphasizes the ability to comprehend the logic behind statistical tests of significance. Understanding the development and testing of hypotheses, data collection, data analysis, and presentation of findings is the underlying theme of the course.

Prerequisite: CJM 209, CJM 210, CJM 302

3 Hours, 1 Semester

**CJM 390 INTERNSHIP**

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

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

**CJM 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 multi-national environments using problem-based learning as the primary instructional strategy.

Prerequisite: CJM 209, CJM 210, and CJM 302.  
CJM concentrations only. 3 Hours, 1 Semester

**CJM 493 PHYSICAL SECURITY: SYSTEM DESIGN, INTEGRATION AND CONTROL**

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

Prerequisite: CJM 302 3 Hours, 1 Semester

## Critical Writing, Reading and Research

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**CRIT 201 CRITICAL WRITING, READING AND RESEARCH**

The course is designed to develop students as critical writers, readers, and researchers. It will prioritize critical reading, interpretation of both primary and secondary texts, and analysis of these texts. The course will focus on fostering original thinking and interaction with a variety of scholarship and research methods as students are introduced to college-level, academic research. This course will help students to reflect on the uses of reading and writing in an effort to better understand themselves, their communities, and the world. CritWRR sections will explore topical content related to contemporary themes and controversies.

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

## Dance

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**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

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### 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 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

### ECON 313 WOMEN IN THE GLOBAL ECONOMY

This course sheds light on the role women have historically played in the U.S. economy and the major economies of Latin American. The course content is designed to critically analyze both economic life and economic theory through the lens of gender. The study of women in the global economy underlies the areas often ignored by traditional economists—such as occupation segregation by sex, the economics of the household, and caring labor. Other themes in the course include issues related to racial-ethnic, class, and country differences among women.

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

### ECON 370 SPECIAL TOPICS IN POLITICAL ECONOMY

These courses will consider a variety of topics of contemporary interest in the political economy. A broad array of political economic issues and problems will be studied, including the political economy of women and leadership, capitalism in crisis, and other courses offered on a rotating basis.

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

**ECON 412 INTERNATIONAL ECONOMICS**

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

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

**ECON 415 URBAN AND REGIONAL ECONOMICS**

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

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

**ECON 470 SPECIAL TOPICS IN ECONOMICS**

These courses consider a variety of topics related to the practice and science of economics. A broad array of economic issues will be studied, including the history of economic thought, behavioral economics, social issues in economics, and other courses offered on a rotating basis.

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

**ECON 480 SEMINAR IN ECONOMICS**

This seminar or independent study course is designed to prepare advanced students for graduate study covering theoretical and contemporary economic issues in depth.

Prerequisite: ECON 303, ECON 304 3 Hours, 1 Semester

**English****ENGL 105 COLLEGE WRITING**

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

3 Hours, 1 Semester

**ENGL 212 ANALYTICAL WRITING**

In this writing course, students will study and practice critical writing. As students read, write, and discuss such important cultural issues as technological developments, media's impact on society, identity formation, and environmental concerns, they will develop their own perspectives. Students will learn the purposes, strategies, and conventions of academic writing, particularly analysis and argumentation, through critical reading, drafting, and collaboration. Students who take this course cannot also take ENGL 105 – College Writing.

3 Hours, 1 Semester

**ENGL 213 INTRODUCTION TO LITERATURE: MORE WAYS THAN ONE**

An introduction to the study of literature, the course will look at fiction, poetry and drama in a seminar format. In a discussion-intensive, reading-intensive course, students will look at a variety of books, built around a theme or a way of thinking about literature.

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

**ENGL 214 CULTURE AND IDENTITY IN LITERATURE**

This course focuses on study of literature through examination of the work of people bound together by their ethnicity, culture, or identity. It will look at a single subject from year to year. Among the possible subjects are: Women's Literature, African-American Literature, Hispanic Literature, Asian, African or Latin-American Literature. Students may take and receive credit for this course additional times when different subjects are offered.

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

**ENGL 234 WORLD LITERATURE I: MYTHS, LEGENDS, FOLKLORE I**

Students will examine a range of classical and medieval myths, legends, and folklore that explore the relationship between individual identity and the wider society. Students will learn about the historical and cultural context in which these texts were composed, and how literature both reflects and challenges ideology. Students will be expected to analyze literature's relevance and contributions in not only its own time period, but also to our culture today.

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

### ENGL 236 SHAKESPEARE AND HIS WORLD: WORLD LITERATURE II

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

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

### ENGL 237 THE 18TH AND 19TH CENTURIES: WORLD LITERATURE III

This course is an introduction to a period that produced many of the enduring classics of literature. It focuses on work from Europe, with some Asian and Middle Eastern material rounding it out. We will read Rationalists, Romantics, and Victorians and we will explore their stories and their ideas and how those fit or contrast with ours today.

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

### ENGL 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 312 CONTEMPORARY LITERATURE

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 314 EARLY AMERICAN LITERATURE

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 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 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 329 INTRODUCTION TO WRITING POETRY

This course will focus on both writing and reading/analyzing poetry, with the end goal of becoming more capable and attuned poets. Through discussing and revising your own work, as well as reading published pieces, you will find your own voices, hone your skills, and release the energy of your own creative expression. Approximately half of our classes will be spent discussing the works of established poets, both new and old, and the other half of our classes will be spent discussing your own poems. The structure of this course focuses not only on writing poetry, but also on the revision and analysis of poetry. You will spend ample time revising your work because all writing, including poetry, is ten percent writing and 90 percent rewriting. Moreover, there will be an emphasis on the reading and analysis of published poems because reading is as important as writing when trying to create great poetry— especially because the language of poetry is so different than our everyday language. *Formerly ENGL 319 - Introduction to Poetry.*

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 sports writers. The course will involve reporting on actual sports events, writing feature stories about athletes and their sports, and composing columns that combine good research with thoughtful opinion. Along the way, students will learn planning and interviewing skills and reinforce the foundations taught in their first-year writing courses.

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

**ENGL 345 NON-FICTION WRITING**

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

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

**ENGL 346 JOURNALISM**

Designed for students interested in journalism and those who want to improve their written communication skills. Intensive hands-on work in various aspects of news writing combined with analysis of the influence of media's role in the world.

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

**ENGL 347 SCIENCE FICTION WRITING**

Muriel Rukeyser once wrote, "The universe is made of stories, not of atoms." This course will explore the genre of science-fiction emphasizing both creative and analytical writing. Exploring the sci-fi genre in literature, film, TV, and music, we will discuss themes of time travel, parallel universes, and the outer limits of science and technology, among others things. We will read, view, and discuss sci-fi and other forms of the supernatural in order to critically explore the human condition. Through discussion and revision of your own work, you will find your own voices, hone your skills, and release the energy of your own creative expression.

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

**ENGL 413 MAJOR AUTHORS BEFORE 1870**

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 414 MAJOR AUTHORS AFTER 1870**

This course will be the focused study of a single author or pair of authors whose work was published after 1870. Each semester will have its own focus. The course will ask students to take an in-depth look at the 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 470/471 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 481 SENIOR THESIS**

Students complete this course in conjunction with any literature professor. The course will be run similar to an independent study, in that students work one-on-one with a professor of their choice. By exploring an area of interest, researching their topic of literature, and reading multiple texts, students compose a paper of significant length to cap off their English major experience. Senior Standing only.

Prerequisite: ENGL 105 or ENGL 212                      1 Hour, 1 Semester

**ENGL 490 INTERNSHIP IN ENGLISH**

Students will complete an internship in order to explore opportunities in publishing, journalism, marketing, communications, education, and a variety of other fields which welcome English majors' skills.

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

**ENGL 491 RESEARCH ASSOCIATE****ENGL 492 TEACHING ASSOCIATE INTERNSHIP****ENGL 493 ADVANCED PROJECT****ENGL 494 FACULTY-LED TRAVEL**

See "Experiential Learning" in the Academic Programs section for course descriptions and governing policies.

## Entrepreneurship

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**EPS 227 MANAGEMENT AND ORGANIZATIONAL BEHAVIOR FOR ENTREPRENEURS**

This course will address the challenges of entrepreneurship within the context of the managerial process and organizational dynamics. Successful completion of this course will provide students with a basic understanding of the role of an entrepreneur as a leader and a manager and the tools for successfully managing the human resource side of a start-up company.

3 Hours, 1 Semester

**EPS 378 ENTREPRENEURIAL MANAGEMENT**

This course provides fundamental knowledge and skills in entrepreneurship which focus on the process of establishing and successfully operating a new business.

Entrepreneurship is setting up a freestanding new business and accepting the risks of time, effort, and money associated with such a venture. Successful completion of this course will enable the student to craft an initial plan for the start-up of a new business, including a working knowledge of permits, fees and municipal registration requirements and the development of a simple business plan.

Prerequisite: EPS 227 or MGMT 227                      3 Hours, 1 Semester

### EPS 385 BUSINESS FINANCE FOR ENTREPRENEURS

The emphasis of this course is on the acquisition and management of entrepreneurial capital and funding and on the development and management of the fundamental accounting skills and tools and systems for small business owners. Successful completion of this course would enable the student to identify and apply for funding and to set up and operate the business and accounting systems necessary for the successful control of their business.

Prerequisite: FIN 303 3 Hours, 1 Semester

### EPS 386 SALES AND MARKETING FOR ENTREPRENEURS

The emphasis of this course is on the development and management of successful entrepreneurial selling and marketing skills, e-commerce, and effective communication skills and tools for entrepreneurs. Successful completion of this course would enable the student to create and execute a successful marketing plan for the introduction of their business to the marketplace, including the virtual marketplace and would provide the student with the fundamental business communication tools and skill sets necessary for the operation of their company.

Prerequisite: MKCM 202 3 Hours, 1 Semester

### EPS 480 ENTREPRENEURSHIP CAPSTONE

This capstone course will provide seniors with an opportunity to learn and experience entrepreneurship. The course will expose students to successful entrepreneurs, as well as acquaint them with the challenges and rewards of entrepreneurship. Additionally, each student will gain firsthand experience in entrepreneurship through the completion of a 45-hour internship that will enable them to work directly with an entrepreneur.

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.

3 Hours, 1 Semester

### ESCI 243 PHYSICAL WORLD

An introduction to the environmental geologic forces and man's interaction with them. Concentrates on environmental management that reduces geologic hazards and sustains natural resources. Topics include coastal erosion, groundwater management, river flooding, earthquakes, volcanoes, glaciers, global warming, rock types, energy production, and global changes. Laboratory.

3 Hours, 1 Semester

### ESCI 309 WORLD ECONOMIC GEOGRAPHY

This course focuses on the connections between physical, cultural, and political geography and our economies. Case studies are used to explore both natural and global economic issues.

3 Hours, 1 Semester

### ESCI 410 ENVIRONMENTAL RESOURCE MANAGEMENT

Particular attention will be given to options and tools for affecting resource allocation and environmental quality. Specific policy issues addressed will include water resources, energy resources, and ecosystem resources. These issues will be discussed, and management prescriptions to sustainably manage these resources will be examined. It highlights corporate strategies that incorporate principles of environmental management that deliver value to shareholders while responding to environmental concerns.

Prerequisite: One environmental science with laboratory 3 Hours, 1 Semester

### ESCI 411 ENVIRONMENTAL CONTROVERSIES

This course examines environmental controversies that arise as the results of opposing viewpoints regarding mankind's use of the Earth's resources. Topics include valuing Nature's goods and services, population control, disposal of hazardous wastes, air pollution standards, environmental justice, and global warming, among others.

Prerequisite: One environmental science with laboratory 3 Hours, 1 Semester

### ESCI 470 SPECIAL TOPICS IN ENVIRONMENTAL SCIENCE

This course will consider a variety of topics of contemporary interest in the environmental field. Students will be encouraged to use primary sources to acquire current information on selected topics. A broad array of environmental problems will be studied.

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

## Finance

### FIN 201 PERSONAL FINANCE

An introduction to the financial issues and decisions that impact the lives of average people every day. The course covers money management, consumer credit, automobile and home purchases, insurance needs, and retirement planning.

Prerequisite: MATH 117 3 Hours, 1 Semester

### FIN 303 FINANCIAL MANAGEMENT

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. *Formerly FIN 203 - Principles of Finance.*

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 303 3 Hours, 1 Semester



**FIN 335 INTERNATIONAL FINANCE**

This course introduces students to the operation of global financial markets and financial management in the global market. Topics will provide students with an understanding of the importance of foreign trade and investment along capital investment activities. Other topics of particular interests are balance of payments, currencies, hedging Instruments, managing foreign currency exposures, international portfolio and corporate investments.

Prerequisite: ECON 221, ECON 222, and FIN 325  
3 Hours, 1 Semester

**FIN 340 REAL ESTATE FINANCE & INVESTMENT**

This course introduces students to the fundamental concepts and analytical methods used for making commercial real estate finance and investment decisions. Students will gain a fundamental, real-world understanding of returns on capital with a focus on expected growth along with market and project-specific risks. Students will develop hands-on experience building financial Pro Forma Statements using a multi-year discounted cash flow analysis which will include tax implications, depreciation, capital gains and losses.

Prerequisite: FIN 325  
3 Hours, 1 Semester

**FIN 370 SPECIAL TOPICS IN FINANCE**

This course is offered on an occasional basis and addresses topics and themes of special interest not covered in the standard course offerings in finance.

Prerequisite: FIN 303  
3 Hours, 1 Semester

**FIN 393 INVESTMENTS AND SECURITY ANALYSIS**

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 303  
3 Hours, 1 Semester

**FIN 394 PORTFOLIO ANALYSIS & MANAGEMENT**

This course introduces students to portfolio management based on theory and best practice techniques of investments. Students will gain a comprehensive knowledge of portfolios and a set of tools designed to assist them in the investment decision-making process. Students will be exposed to the basic theories of managing a portfolio of financial assets within the risk-return framework.

Prerequisite: FIN 303  
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 303  
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 393  
3 Hours, 1 Semester

**FIN 490 INTERNSHIP****FIN 491 RESEARCH ASSOCIATE****FIN 492 TEACHING ASSOCIATE INTERNSHIP****FIN 494 FACULTY-LED TRAVEL**

See "Experiential Learning" in the Academic Programs section for course descriptions and governing policies.

## Gender and Diversity Studies

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**GDS 216 INTRODUCTION TO GENDER AND DIVERSITY STUDIES**

This course introduces students to Gender and Diversity Studies, an interdisciplinary field of academic study. The course surveys contemporary gender issues, focusing on the social construction of race, sexuality, and gender and the relationship of gender to the self, others, and society. Along with the focus on the U.S., the course incorporates international perspectives on gender constructions and experiences. This course aims to connect our academic explorations with our lived experiences.

3 Hours, 1 Semester

**GDS 416 GENDER AND DIVERSITY STUDIES CAPSTONE**

The GDS capstone course is an opportunity for students to demonstrate that they have achieved the goals for learning established by the Gender and Diversity Studies program of study. This course will give students the opportunity to reflect on what they have learned across their program-related courses and to share those experiences with others. Student-driven and collaborative in nature, the course utilizes work-shopping and mini team projects as a forum for refining student critical thinking, effective research and reading, interviewing, writing, and ultimately, presenting.

Prerequisite: The course is open to Gender and Diversity Studies minors who have completed 9 credits of course work in the minor or with permission of the instructor.  
3 Hours, 1 Semester

## History

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### HIST 110 UNITED STATES FROM COLONY TO REPUBLIC

Designed to introduce students to the practice of historical study, this course is a survey of the origins of the United States – from Europeans' arrival in North America to the founding of the republic. It is designed to offer students a broader understanding about how and why the United States developed into a nation-state, including the political, economic, social, and cultural factors that led to U.S. independence. The course is organized chronologically and will emphasize the theme of identity. Much as it is today, what became the United States of America was a tremendously diverse place in terms of race, class, gender, religion, and place of origin. These differences bred both conflict and accommodation among peoples who became "Americans," the results of which greatly shaped the early republic.

3 Hours, 1 Semester

### HIST 111 THE MAKING OF MODERN AMERICA

This survey course primarily focuses on the United States in the nineteenth century, an era in which the country emerged into the modern state that we recognize today. The course is organized chronologically and emphasizes the theme of expansion. During the nineteenth century, the United States grew territorially at an astounding rate, reaching the shores of the Pacific Ocean and beyond. Meanwhile, the country enjoyed rapid growth in its economy as it transitioned from an agriculturally based system (highly dependent on slavery) to an industrially centered one. This period also marked broadening popular participation in the body politic, albeit with significant limitations based on race and gender. This expansion in its various forms was marked by both conflict and accommodation among the nation's diverse population. We will examine the effects of expansion on these various peoples.

3 Hours, 1 Semester

### HIST 112 THE AMERICAN CENTURY

For the better part of the 20th century, the United States was widely recognized as the most powerful country on earth. Borrowing from famed publisher Henry Luce, this era has been called the "American Century." This course will survey the political, economic, social, and cultural factors that contributed to this development, assess how such influence was sustained, and consider the extent to which the term still applies in the present. Through close readings of primary and secondary sources, we will examine how domestic affairs – including race relations, income inequality, and national security – affected foreign policy and vice versa.

3 Hours, 1 Semester

### HIST 113 ANCIENT SOCIETIES

This survey course will examine the emergence of the earliest human civilizations, from pre-historic beginnings through the 6th century. We will explore how these societies began and developed over time; examine their political institutions, religious beliefs, and social structures; and investigate how economic and technological development, as well as evolving religious and intellectual ideas, helped promote new commercial and cultural ties among these civilizations. This course will focus on the earliest societies in the ancient Near East and the Nile Valley, India, East Asia, the Mediterranean world, and early Europe.

3 Hours, 1 Semester

### HIST 114 THE MEDIEVAL WORLD

This survey course will examine the evolution of civilizations from 600 until 1600. We will explore the development of the Islamic world, the African kingdoms, and the Americas in the age of the Incas, the Maya, and the Aztecs. We will examine the impact that trade, religious and intellectual ideas, war, and disease played in promoting remarkable changes in Indian, East Asian, and European societies during this time period. The worldwide impact, both positive and negative, made by the European Renaissance and Age of Discovery will be analyzed.

3 Hours, 1 Semester

### HIST 115 THE MODERN AGE

This survey course will examine the evolution of civilizations from 1600 until the present, when the world becomes increasingly integrated because of advances in technology and increasing trade and cultural exchange among societies. We will explore the political, religious, intellectual, and economic developments that lay behind the expansion of Western influence into other parts of the world. We will assess the political revolutions that occurred in the Atlantic world in the 18th and 19th centuries and the ideological and social movements that brought reforms to Europe but European imperialism to Africa and Asia. We will examine the causes and effects of the Industrial Revolution as well as the impact of the world wars, which led to the decline of Western imperialism and the resurgence of civilizations in India, China, and Africa.

3 Hours, 1 Semester

### HIST 210 WAR ON TERROR

This course provides students an historical grounding to the contemporary Global War on Terror. Guided by the process and method of historical inquiry, we will consider the policies and precedents that have informed the GWOT's undertaking from well before the attacks of September 11, 2001. By studying these antecedents, we will develop a deeper, more sophisticated understanding of this present-day conflict. Using both primary and secondary sources, we will focus principally on threats and activities abroad, including engagements against al Qaeda and ISIS as well as the 21st-century wars in Afghanistan and Iraq.

3 Hours, 1 Semester

**HIST 211 FROM LEECHES TO LISTERINE: MEDICINE AND DISEASE IN 19TH CENTURY AMERICA**

This course is intended to expose students to a variety of topics in the history of medicine and public health. Although most of the topics covered fall under the heading of "social history," students will examine how health and disease often impact political and economic history. The United States will be the focus of the course; however, events in Europe will also be discussed since many medical breakthroughs occurred outside of America. Topics to be discussed include epidemics, the development of anesthesia, mental health reform, the birth of urban sanitation, the impact of the Civil War on medicine, and the federal government's role in ensuring the safety of food and medicines.

3 Hours, 1 Semester

**HIST 213 CIVIL RIGHTS IN AMERICA**

This course will examine the history of the Civil Rights Movement in America, from its origins in the years after the Civil War to the current Black Lives Matter movement. Students will learn how the development of the NAACP, the Great Migration and World War II helped ignite the protests of the 1950s and 1960s. Students will study numerous events related to the struggle for civil rights, including the murder of Emmett Till, school integration, student sit-ins, Martin Luther King, Jr. and Malcolm X. Students will complete a research project on a person or event related to the Civil Rights Movement.

3 Hours, 1 Semester

**HIST 214 SPORT IN AMERICAN HISTORY**

Sport can be the window, mirror, or magnifying glass we need to see a clearer picture of the past. In this course, students will dive into primary and secondary sources about sports in the United States from its Colonial Era to the 21st century and discover how sports can alter our view of American History.

3 Hours, 1 Semester

**HIST 215 WORLD WAR II**

This course will focus on the American experience at home and abroad during World War II. It will cover military, political, economic, social, cultural, and diplomatic aspects of the war. Discussions of the methods of historical inquiry – particularly through primary and secondary sources – will be used to illustrate interpretations of the major events of World War II. Controversial aspects of the war and its conduct will be examined, especially pertaining to the role of the United States. Among the topics to be examined include the attack at Pearl Harbor, the issue of the timing of the second front in Europe, whether the Holocaust could have been prevented, the role of women on the homefront, the brutality of the Pacific war, and whether it was necessary to drop the atomic bomb.

3 Hours, 1 Semester

**HIST 217 NICHOLS AND ITS HISTORY**

Through readings, lectures, discussion, guest speakers, field trips, independent research and presentations, students will explore the history of Nichols since its founding in 1815 to the 2000s. Although our focus will be on Nichols, we will also consider larger connections with local, regional, and national history.

3 Hours, 1 Semester

**HIST 270 SPECIAL TOPICS IN HISTORY**

This course is designed to present topics not covered in the usual program yet considered of value to the student of history.

3 Hours, 1 Semester

**HIST 315 AGE OF THE AMERICAN REVOLUTION**

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: Any 100-level or 200-level History course

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: Any 100-level or 200-level History course

3 Hours, 1 Semester

**HIST 325 U.S. IN THE WORLD**

This course will chart the ascendance of the United States from a regional power in the late-nineteenth century to a global superpower in the present. We will examine the expansion of U.S. political, economic, and cultural influence – including the ideological foundations that have been used to justify such expansion – and assess its consequences. We will begin by looking at the United States in the 1890s, a decade when it acquired overseas colonies (a key marker of "world power" status), and conclude by looking at contemporary foreign-policy concerns.

Prerequisite: Any 100-level or 200-level History course

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: Any 100-level or 200-level History course

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: Any 100-level or 200-level History course

3 Hours, 1 Semester

### **HIST 342 MODERN LATIN AMERICA**

This course is a survey of Latin American history from the early-nineteenth century to the present. It is designed to introduce students to significant issues and trends in the region, broadly defined as lands in the western hemisphere south of the Rio Grande, including the Caribbean islands. The course is roughly organized chronologically and will emphasize three major themes. We will begin with the end of the colonial period by examining the process of state formation as the region emerged from three centuries of European colonialism. We also will examine the impact of U.S. influence on Latin America, particularly since the late-nineteenth century. The third major theme is the phenomenon of revolution during the twentieth century as peoples across the region sought to rebalance longstanding inequalities.

Prerequisite: Any 100-level or 200-level History course  
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: Any 100-level or 200-level History course  
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: Any 100-level or 200-level History course  
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: Any 100-level or 200-level History course  
3 Hours, 1 Semester

### **HIST 270/370/470 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: Any 100-level or 200-level History course  
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: Junior and Senior History Majors and Minors, or Permission of Program Chair.  
3 Hours, 1 Semester

### **HIST 490 INTERNSHIP IN HISTORY**

Qualified students who have departmental approval may apply for internships to gain experience in the field of public history at area museums, historic sites, archives, and libraries. Students will work to develop skills relevant to history-related careers outside the classroom. They will demonstrate their progress in weekly writing assignments and regular meetings with the supervising professor, along with a final project and presentation.

Prerequisite: 15 completed credit hours in History, 60 completed credit hours overall, the permission of the Program Chair and a sponsoring faculty member, and a minimum GPA of 2.5 or higher.

### **HIST 491 RESEARCH ASSOCIATE**

### **HIST 492 TEACHING ASSOCIATE INTERNSHIP**

### **HIST 493 ADVANCED PROJECT**

### **HIST 494 FACULTY-LED TRAVEL**

See "Experiential Learning" in the Academic Programs section for course descriptions and governing policies.

## **Honors**

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### **HONR 470 HONORS SPECIAL TOPICS**

This course is offered on an occasional basis and addresses topics and themes of special interest not covered in the standard course offerings.

3 Hours, 1 Semester

### **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

### **HONR 481 NICHOLS HONORS THESIS**

The capstone course is an opportunity for students to demonstrate that they have achieved the goals established by the Honors program of study. Student-driven in nature, this course allows students to research individual interests they have developed throughout the Honors program and their major course studies. Through drafting, workshopping, and conferencing with the instructor, students will refine their critical thinking, research, reading, writing, and presenting skills. By the end of the course, students will have written a polished, substantial paper which showcases their voice, style, and perspective. The course is open to Honors students who have completed at least 15 credits of course work in the program or with permission of the instructor.

3 Hours, 1 Semester

# Hospitality Management

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## HSP 211 INTRODUCTION TO THE HOSPITALITY INDUSTRY

This course provides an introduction to the world of hospitality and tourism. The various segments of the hospitality industry and career opportunities are explored: lodging, food service, event and meeting planning, casinos, travel, tourism, theme parks, resorts, cruise lines, and private clubs. Students gain an historical perspective and current perspective, while examining the only thing that customers of this industry actually purchase, The Guest Experience.

3 Hours, 1 Semester

## HSP 341 CASINO MANAGEMENT

Casino/gaming operations are structured and managed differently from other hospitality operations. This course discusses the economics of gaming, rules and regulations that affect day-to-day operations, government restrictions, operations of key departments, and marketing strategies. Students will interact with casino executives and perform simulated assignments from the industry.

Prerequisite: HSP 211

3 Hours, 1 Semester

## HSP 351 EVENT PLANNING AND MANAGEMENT

Events from weddings to business conferences breathe life into the hospitality industry. Hosting and managing events in the hospitality is big business. Students will explore the key business concepts behind event management in the hospitality industry including planning, coordination, execution and measurement of event success. Students will be assigned to work with a hospitality company to provide assistance with an actual event or event management related challenge.

Prerequisite: HSP 211

3 Hours, 1 Semester

## HSP 361 HOSPITALITY FACILITY OPERATIONS

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

Prerequisite: HSP 211

3 Hours, 1 Semester

## HSP 362 TRAVEL & TOURISM

Travel and tourism is one of the largest industries in the world and a strong growth segment within the hospitality management field. This course explores why and how people travel, where they go and the motives behind travel related purchases. Students are introduced to travel and tourism themes including supplier and intermediary networks, airline and cruise transportation, the psychology of travel, travel technology, safety and security, and the economic, social, and environmental impacts of tourism. Experiencing the travel and tourism industry first hand is an integral component of the course, as students create customized itineraries, participate in off campus field trips, and engage with industry guest speakers.

Prerequisite: HSP 211

3 Hours, 1 Semester

## HSP 370/470 SPECIAL TOPICS IN HOSPITALITY MANAGEMENT

This course is offered on an occasional basis and addresses topics and themes of special interest not covered in the standard course offerings in Hospitality Management.

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

## HSP 371 PERFORMANCE MANAGEMENT IN THE HOSPITALITY INDUSTRY

Products and services in the hospitality industry are remarkably similar. There are differences in quality and packaging but at the most basic level, a room is a room and a meal is a meal. It is People and Processes that create a competitive advantage in hospitality companies, to a much greater extent than in other industries.

In this course, you will learn how to lead your team to achieve above average performance. From the perspective of operations management, we will examine best practices in selection, training, performance management, recognition and compensation of hourly and salaried team members. From the same perspective of an operations manager, we will examine basic approaches to process improvement which will promote the maximum performance of your team.

Prerequisite: HSP 211

3 Hours, 1 Semester

## HSP 480 ISSUES IN HOSPITALITY MANAGEMENT

This capstone course will integrate knowledge and skills into the critical thinking process required for corporate decision making and strategic planning. Case studies and research of existing corporations within the hospitality industry will be the basis for study.

Prerequisite: HSP 211, HSP 351

3 Hours, 1 Semester

## HSP 490 INTERNSHIP IN HOSPITALITY MANAGEMENT

The Internship in Hospitality Management will afford students an opportunity to apply the concepts from the classroom to practical situations at an industry-based site. Students will gain an appreciation for the dynamic nature of the workplace, while obtaining valuable experience and networking with industry professionals. Research, reading assignments, and an industry analysis paper will serve to enhance the internship and underscore the need for professional development and learning in order to meet the challenges and demands of this rapidly changing field of management.

Prerequisite: HSP 211, 6 additional HSP credit hours, department approval

3 Hours (120 hours of internship experience), 1 Semester

6-9 Hours (240-360 hours of internship experience), 1 Semester

## HSP 491 RESEARCH ASSOCIATE

## HSP 492 TEACHING ASSOCIATE INTERNSHIP

## HSP 493 ADVANCED PROJECT

## HSP 494 FACULTY-LED TRAVEL

See "Experiential Learning" in the Academic Programs section for course descriptions and governing policies.



## Human Resource Management

### HRM 213 HUMAN RESOURCE MANAGEMENT

This course introduces students to the fundamental practices involved in effective human resource management, such as recruiting, performance evaluation, compensation, employment law, and employee rights. HR theory and practice is emphasized within the context of improving organizational productivity and developing employee potential.

3 Hours, 1 Semester

### HRM 343 ASSESSMENT, STAFFING AND EMPLOYMENT LAW

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

Prerequisite: HRM 213

3 Hours, 1 Semester

### HRM 344 DEVELOPING AND MOTIVATING HUMAN POTENTIAL

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

Prerequisite: HRM 213 or PSY 151 or SOC 161

3 Hours, 1 Semester

### HRM 443 COMPENSATION AND BENEFITS

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

Prerequisite: HRM 213

3 Hours, 1 Semester

### HRM 481 INTERNATIONAL HUMAN RESOURCE MANAGEMENT

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

Prerequisite: HRM 213

3 Hours, 1 Semester

### HRM 490 INTERNSHIP IN HUMAN RESOURCE MANAGEMENT

The Internship in Human Resource Management will afford students an opportunity to apply the knowledge acquired in the classroom to practical situations at the internship site. Students will gain an appreciation for the dynamic nature of the workplace and will have an opportunity to participate in the implementation of human resource programs.

Prerequisite: HRM 213 and a minimum of 45 completed credits

3 Hours, 1 Semester

### HRM 491 RESEARCH ASSOCIATE

### HRM 492 TEACHING ASSOCIATE INTERNSHIP

### HRM 493 ADVANCED PROJECT

### HRM 494 FACULTY-LED TRAVEL

See "Experiential Learning" in the Academic Programs section for course descriptions and governing policies.

## Humanities

### HUM 241 THE WALKING DEAD AND GLOBAL VALUES

What is it about "The Walking Dead" -a top rated television series on AMC and a new spin off called "Fear the Walking Dead" that continues to draw record breaking audiences?

On the surface these two series are about a pandemic virus that turns humans into flesh eating zombies. However, the real story is about how humanity itself is at risk of extinction. Every episode is filled with ethical dilemmas, a crisis of faith, and the striking reality of just how far human depravity can go.

In this class, Eastern and Western thought will be compared, contrasted and tested against the worldview and ethical systems of various main characters within these television series.

Exploring questions like: What makes us human? What keeps us civilized? How do we address the problem of suffering? And, what happens to these worldviews when they are tested in a post-apocalyptic backdrop?

3 Hours, 1 Semester

### HUM 244 CRITICAL THINKING

This course exposes biases, perspectives and motivations which can be hindrances to organizational problem solving and decision making. Students are asked to examine in detail how they think to better evaluate, analyze and resolve issues encountered in organizational contexts.

3 Hours, 1 Semester

### HUM 254 AROUND THE WORLD

Become an informed and curious citizen of the world by exploring the diverse aspects of many cultures. Learn basic customs of different cultures and how they vary around the world. Engage in critical thinking regarding your own language and culture, make comparisons and prepare to meet and work with people of diverse backgrounds. Gain awareness of the many chronic and urgent issues around the world such as water scarcity, hunger, human trafficking, AIDS, conflict minerals, child soldiers and the situations in Syria, North Korea, Venezuela, etc.

3 Hours, 1 Semester

**HUM 270/370/470 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

**HUM 355 THE STUDY ABROAD EXPERIENCE**

Studying and living abroad is a transformative experience for students offering new perspectives on culture, communication, history, politics, economics, pop culture, and more. It offers the student the opportunity to truly experience a global environment and gain a perspective of the United States as seen from the outside. Ultimately, this experience strengthens one's intercultural competence, and this personal growth becomes a strength for students as they begin the application / interview process with future employers or with graduate/professional school application processes.

This course will offer students the opportunity to reflect on their experience through the completion of five (5) assignments, and a final project where students create a digital story of their experience incorporating their findings from the five (5) smaller assignments, as well as their personal pictures and videos they capture during their time abroad.

3 Hours, 1 Semester

## Information Technology Management

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**ITM 123 DIGITAL APPLICATIONS**

A hands-on course designed to introduce the student to the software they will be using at Nichols and beyond. Students will become fluent with Microsoft Office (Word, Power Point, Excel) and digital media.

1 Hour, 1 Semester

**ITM 202 ADVANCED EXCEL**

ITM 202 prepares students to analyze data and solve real-life business problems, using spreadsheets, databases, and other technology tools. This course introduces students to the problem solving, decision-making, and presentation skills they will need to be successful both at the College and in a business environment. Using intermediate/advanced functions in Excel and beginner/intermediate functions in Microsoft Access, students will complete exercises and case studies to solve problems in a variety of business disciplines that include accounting, finance, marketing, management, and information systems.

Prerequisite: ITM 123 and FIN 303

3 Hours, 1 Semester

**ITM 209 INFORMATION MANAGEMENT AND ANALYTICS**

This course introduces students to the world of information systems from a manager's perspective. The modern business relies on hardware, software, networks, and databases. This class will delve into those technologies and learn how they support a firm's operations. We will pay particular attention to analytics and how data informs business decisions and predict future trends. Modern case studies and issues relating to technology in business, like ethics and cyberthreats, will also be discussed.

Prerequisite: ITM 123

3 Hours, 1 Semester

**ITM 310 ADVANCED BUSINESS ANALYTICS**

Analytics is the process of getting value out of data. It explains how seemingly mundane data points, when combined, can provide insights into habits, processes, and patterns. We live in a world overflowing with data, and only recently has technology reached the point where anyone can conduct this type of analysis without the aid of supercomputers or consulting firms.

This course covers "D2D", or Data to Decisions. Specifically, this means we will learn what to collect, how to collect it, and how to transform it into actionable information. It is also focused on solving real business problems, which is the most practical application for Nichols business students.

Prerequisite: MATH 215 or its equivalent

3 Hours, 1 Semester

## Interdisciplinary Studies

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**INTD 170/270/370/470 SPECIAL TOPICS IN INTERDISCIPLINARY STUDIES**

This is an in-depth study of a selected topic, issue, problem, or trend from interdisciplinary perspectives. Students will be able to apply analytical frameworks or methods of analysis from multiple disciplines across Business and Liberal Arts to the study of questions and controversies, and evaluate issues relevant to contemporary global society, including cultural awareness, social responsibility, and diversity.

3 Hours, 1 Semester

**INTD 317 THE BODY PROJECT**

Flip through a magazine. Watch a YouTube video. Listen to a pop song. In our world, it is impossible to avoid messages about our bodies - messages which bear great meaning. This course will explore the cultural meaning attached to, reflected by, and created by bodies. Through an examination of American culture across the twentieth century and into the present, we will consider how our conceptions and perceptions of the body have changed over time, with special attention to the role of race, class, gender, and sexual orientation.

3 Hours, 1 Semester

## International Business

### IBUS 287 INTERNATIONAL MANAGEMENT

Examines management theory and practice as applied to business activities that cross national boundaries. Emphasis is placed on an understanding of strategic, cultural, behavioral, functional, legal, and socio-ethnic aspects of international management in a global economy with multinational business enterprises.

Prerequisite: MGMT 227

3 Hours, 1 Semester

### IBUS 324 COMPARATIVE POLITICAL AND ECONOMIC SYSTEMS

This course provides an introduction to the field of comparative politics, the study of places other than the United States. We will analyze in-depth studies of political processes from nations all around the world to investigate debates at the heart of political science, economics, history and other fields within the Liberal Arts and Business core: Why are politicians responsive to the needs of citizens in some countries but not in others? Why do people vote on ethnic lines in some places but not others? Why do some states guarantee social protection for their citizens whereas others leave it in the hands of the market? How do political institutions and social factors shape the provision of public goods? What role do property rights play in transitions to democracy and to market economies? Discussions include topics on governance and accountability, political economy, political culture, identity politics, social cleavages, citizenship, and democratic institutions.

Prerequisite: ENGL 105 or ENGL 212 and 30 credits of coursework; or ENGL 105 or ENGL 212 and CRIT 201

3 Hours, 1 Semester

### IBUS 358 INTERNATIONAL BUSINESS STRATEGY AND TRADE

This course provides an overview of the unique problems faced by enterprises engaging in international activities, and the importance of understanding the international economic, social, political, cultural, and legal environment. This course also provides practical information on the mechanics of importing and exporting, joint venture, franchising, and subsidiaries, international dimensions of management, marketing and accounting, international financial management. Other subjects covered in this course includes special problems faced by multinational enterprises, recent problems of the international economic system, country-risk analysis, and the increasing use of counter trade.

Prerequisite: MGMT 227

3 Hours, 1 Semester

### IBUS 362 INTERNATIONAL BUSINESS ETHICS

This course offers an introduction into the concept of values, morality, as well as cultural beliefs and upbringing in all areas of business, including international, from consumer rights to corporate social responsibility. Decisions made by shift managers or corporate presidents may affect thousands of individuals or entire communities across the globe. Consumers and international markets today expect and demand integrity, honesty, and transparency in all levels of their environment. Understanding those expectations is the key to communicating core values and behavior not only to employees, but society in general.

Prerequisite: MGMT 227

3 Hours, 1 Semester

### IBUS 363 INTERNATIONAL PROJECT MANAGEMENT

This course explores the impact on project management of culture, language variations, religious, regulatory and legal practices, technology penetration, temporal orientation, gender issues, corruption, ethics, personal liberty and political contexts. Students learn how to meet global projects challenges through efficient use of practices and technology. The course provides hands-on application of project management, in line with the Project Management Institute (PMI) body of knowledge (PMBOK), and utilizes available case studies and examples from companies to help students sharpen the skills needed to recognize and foster a successful international project environment.

Prerequisite: MGMT 227

3 Hours, 1 Semester

### IBUS 370 SPECIAL TOPICS IN INTERNATIONAL BUSINESS

This is an in-depth study of a selected topic, issue, problem or trend in international business. The specific subject matter is not offered as an existing regular course or deserves more time-emphasis than is possible in a regular course. This course may be repeated once for a total of six credits.

Prerequisite: IBUS 287

3 Hours, 1 Semester

### IBUS 412 INTERNATIONAL ECONOMICS

An economic analysis of the foundations of international trade and the impact of trade on domestic and global economies. The course includes a study of the balance of payments, world debt, exchange rates, and the international monetary system. Current issues and problems are emphasized.

Prerequisite: ECON 221, ECON 222

3 Hours, 1 Semester

### IBUS 434 INTERNATIONAL MARKETING

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

Prerequisite: MKCM 361 or IBUS 287

3 Hours, 1 Semester

### IBUS 444 ADVANCED ECONOMIES AND EMERGING MARKETS

This course focuses on the impact of advanced economies on emerging markets and vice-versa. It provides an overview of the International Monetary Fund's (IMF) country classification in its World Economic Outlook surveys and reports, which divides the world into two major groups: advanced economies, and other emerging market and developing countries. It also seeks to understand the intensity of competition in emerging markets and advanced economies.

Prerequisite: IBUS 287

3 Hours, 1 Semester

### **IBUS 450 QUANTITATIVE AND QUALITATIVE INTERNATIONAL BUSINESS DECISION MAKING**

This course provides students with strategies to improve international business problem solving and managerial decision making through the use of analytics by using quantitative and qualitative decision making tools and techniques. This course also provides students with an overview of how decisions are made to solve management problems in the international business environment. It introduces the fundamental concepts and methodologies of decision making process, problem solving, decision analysis, data collection, and probability distribution, evaluation, and prediction methods.

Prerequisite: IBUS 287

3 Hours, 1 Semester

### **IBUS 452 INTERNATIONAL MARKETING AND ECONOMIC RESEARCH ANALYSIS**

This course provides a comprehensive discussion of marketing and economic research and analysis, its key concepts, process description, qualitative and quantitative techniques for marketing research and data analysis, and application scenarios. Students gain an appreciation for some of the breadth and depth of this subject and its significance for the international business enterprise – both from the point of view of a start-up entrepreneurship as well as an established business organization.

Prerequisite: IBUS 287

3 Hours, 1 Semester

### **IBUS 470 SPECIAL TOPICS IN INTERNATIONAL BUSINESS**

This is an in-depth study of a selected topic, issue, problem or trend in international business. The specific subject matter is not offered as an existing regular course or deserves more time-emphasis than is possible in a regular course. This course may be repeated once for a total of six credits.

Prerequisite: IBUS 287

3 Hours, 1 Semester

### **IBUS 480 SEMINAR IN INTERNATIONAL BUSINESS**

This seminar is a senior-level capstone course for international business students. A case study approach will be used to explore the major current issues in international business and bring together the general concepts and ethical dimensions studied in earlier coursework in the program. A capstone project requires students to examine current issues and develop critical information literacy skills.

Prerequisite: Only for IBUS senior students, 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 Office for International Engagement, the Career and Professional Development Center, and a growing list of international companies, as well as independently placing students in several locations, in the U.S. and abroad. A cumulative grade point average of 2.7 as well as 60 credits completed is required; the internship consists of 120 hours of work.

Prerequisite: IBUS 287

3 Hours, 1 Semester

### **IBUS 491 RESEARCH ASSOCIATE**

### **IBUS 492 TEACHING ASSOCIATE INTERNSHIP**

### **IBUS 493 ADVANCED PROJECT**

### **IBUS 494 FACULTY-LED TRAVEL**

See "Experiential Learning" in the Academic Programs section for course descriptions and governing policies

## **Leadership**

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### **LEAD 101 LEARNING TO LEAD**

Through intensive, experiential learning and practice, students will be immersed in the study of leadership, and will directly apply themselves in leadership opportunities. This course takes a cross-curriculum approach to exposing students to the many facets of leadership and, in a motivational setting, encourages them to find their own personal leadership style, ultimately identifying the emerging leader within.

3 Hours, 1 Semester

### **LEAD 203 LEADING AND WORKING IN TEAMS**

In preparation for collaborative and team-based workplaces, this course offers the opportunity for students to gain knowledge and skills that lead to successful team outcomes. The components of the course include team building, project management, and conflict management, covering topics such as group dynamics, emotional intelligence, diversity, project scheduling, and more. Students will have the opportunity to work in and lead multiple team-based projects, and learn how to maximize team productivity and potential.

Prerequisite: LEAD 101

3 Hours, 1 Semester

### **LEAD 270/370 SPECIAL TOPICS IN LEADERSHIP**

This course is designed to present topics of special interest in leadership not covered in the existing course listings.

3 Hours, 1 Semester

### **LEAD 400 LEADING STRATEGIC INITIATIVES**

Leading Strategic Initiatives provides seniors the opportunity to apply their mastery of the business core knowledge, learned during four years of study at Nichols College. Students are expected to look at their roles in business as applied to local, corporate and international level strategies. Students will demonstrate business and leadership knowledge through an intensive case study pedagogy designed to assess and reinforce key intellectual disciplines and leadership skills.

Prerequisite: LEAD 101, MGMT 365, and 72 completed credit hours

3 Hours, 1 Semester

## Legal Studies

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### LSB 327 BUSINESS LAW AND ETHICS

A working knowledge of business law is important to every member of society, as the law applies to us all --- from individuals to organizations. This course is a broad introduction to U.S. law, concentrating on basic knowledge of the legal system and its impacts on commerce. Business Law begins with an overview of the judicial system and alternative dispute resolution. After a brief look at criminal law and civil liability, we focus on contracts, the Uniform Commercial Code (UCC), business formation, agency relationships and intellectual property. This course will also introduce students to ethical constructs and ethics-based decision making.

Prerequisite: A minimum of 27 completed credits  
3 Hours, 1 Semester

## Liberal Arts

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### LA 400 LIBERAL ARTS CAPSTONE

The Liberal Arts Capstone is a theme-based interdisciplinary seminar course (theme will vary by semester). As a student-driven course, the capstone enables students to research the theme from multiple angles of their choosing. Collaborative in nature, the course utilizes workshoping and mini team projects. The course emphasizes leadership skills, critical thinking, effective research and reading, interviewing, writing, and ultimately, presenting.

Note: Business students are not required to complete the Liberal Arts Core. If a Business student chooses to double major in a Liberal Arts discipline, the student would still not be required to complete the Liberal Arts Core.

Prerequisite: A minimum of 60 completed credits  
3 Hours, 1 Semester

## Management

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### MGMT 227 PRINCIPLES OF LEADING AND MANAGING

MGMT 227 provides an introduction of leading and managing organizations. Leadership is the ethical application of power to influence the decisions and processes of a group. Management is the attainment of organizational goals in an effective and efficient manner through planning, organizing, leading, and controlling organizational resources. MGMT 227 will explore the interrelation and differences of these two important business concepts as they apply to organizational behavior.

3 Hours, 1 Semester

### MGMT 287 INTERNATIONAL MANAGEMENT

Examines management theory and practice as applied to business activities that cross national boundaries. Emphasis is placed on an understanding of strategic, cultural, behavioral, functional, legal, and socio-ethnic aspects of international management in a global economy with multinational business enterprises.

Prerequisite: EPS 227 or MGMT 227  
3 Hours, 1 Semester

### MGMT 337 PROJECT MANAGEMENT

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

Prerequisite: EPS 227 or MGMT 227  
3 Hours, 1 Semester

### MGMT 339 RETAIL MANAGEMENT

The philosophy of Retail Management addresses three key issues: how to best serve customers while earning a fair profit, how to stand out in a highly competitive environment where customers have so many choices, and how to grow the business while retaining a core of loyal customers. In this course, we utilize the basic principles of retailing as well as a systematic and focused retail strategy for researching, implementing and running a retail operation. We will also examine psychological methodologies that retailers employ to address these three key issues.

3 Hours, 1 Semester

### MGMT 365 OPERATIONS MANAGEMENT

This course provides a set of Operations Management concepts and tools for your use in managing your organization and in gaining competitive advantage. The course is structured to provide you with practical and relevant applications of these tools.

It recognizes the key role of processes in business and explores the elements which impact these business processes. It is equally suited for either the manufacturing sector or the service sector.

Key elements include operations strategy, process design and improvement and process layout, capacity management, technology, the role of quality and quality systems, and the management of the supply chain, including inventory, forecasting and scheduling.

Prerequisite: EPS 227 or MGMT 227, ECON 221, and FIN 303  
3 Hours, 1 Semester

### MGMT 370/470 SPECIAL TOPICS IN MANAGEMENT

This course is offered on an occasional basis and addresses topics and themes of special interest not covered in the standard course offerings of Management.

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

### MGMT 378 ENTREPRENEURIAL MANAGEMENT

This course provides fundamental knowledge and skills in entrepreneurship which focus on the process of establishing and successfully operating a new business.

Entrepreneurship is setting up a freestanding new business and accepting the risks of time, effort, and money associated with such a venture. Successful completion of this course will enable the student to craft an initial plan for the start-up of a new business, including a working knowledge of permits, fees and municipal registration requirements and the development of a simple business plan.

Prerequisite: EPS 227 or MGMT 227  
3 Hours, 1 Semester



**MGMT 389 MANAGEMENT OF INNOVATION AND CHANGE**

This course focuses on the strategies and tactics for conceiving, developing, initiating and managing innovation and change within an established corporate structure. Topics include attributes of corporate entrepreneurs, bases of creativity and innovation, interpersonal and interdepartmental relationships, promoting innovation and change within the corporate structure, organizational politics, strategic organizational changes, and corporate culture.

Prerequisite: EPS 227 or MGMT 227 3 Hours, 1 Semester

**MGMT 444 CURRENT ISSUES SEMINAR**

The global business world is a fast-paced environment. Maintaining relevance in the midst of dynamic change can be challenging. This seminar monitors and addresses current business leaders, fresh managerial theories, and innovative practices in a way that helps synthesize new trends with classic management models. Successful completion of this course will enable the student to craft the initial steps of his/her business career.

Prerequisite: EPS 227 or MGMT 227, HRM 213, MGMT 365, and 72 credit hours earned 3 Hours, 1 Semester

**MGMT 490 INTERNSHIP****MGMT 491 RESEARCH ASSOCIATE****MGMT 492 TEACHING ASSOCIATE INTERNSHIP****MGMT 493 ADVANCED PROJECT****MGMT 494 FACULTY-LED TRAVEL**

See "Experiential Learning" in the Academic Programs section for course descriptions and governing policies.

## Marketing

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**MKCM 202 PRINCIPLES OF MARKETING**

A comprehensive introduction to the various facets of marketing in contemporary organizations. Topics include marketing strategy, product development, pricing, distribution channels, and promotion; as well as the environments in which marketers work in the United States and around the world.

3 Hours, 1 Semester

**MKCM 316 MASS MEDIA AND PUBLIC RELATIONS**

A study of communication that is mediated through technology, including traditional mass media (books, newspapers, radio, film, and television), social media and new and developing technologies. We will consider the nature and practice of public relations, corporate interface with press organizations, and the role of advertising. The ethical and legal repercussions of mass communications will also be considered.

Prerequisite: MKCM 202 or COMM 247 3 Hours, 1 Semester

**MKCM 361 CONSUMER MARKETING**

Examination of the consumer marketing process. This includes analysis and planning of consumer marketing programs with investigation of consumer decision making and buying patterns. Includes written case analyses and presentations.

Prerequisite: MKCM 202 and a minimum of 42 completed credits 3 Hours, 1 Semester

**MKCM 362 BUSINESS MARKETING**

An examination of the process of marketing to business, institutional, and governmental markets. The course focuses on business buyers and the development of marketing strategies for business goods and services.

Prerequisite: MKCM 202 3 Hours, 1 Semester

**MKCM 408 PSYCHOLOGY OF ADVERTISING**

This team-taught course offers an exploration of human behavior through the prism of advertising and promotion. Each day, consumers are presented with a series of decisions (what to wear, what to eat, what to do for entertainment). These decisions are influenced by a variety of factors including but not limited to: learning, reference groups, first-hand experience, attitudes, exposure to stimuli and perception. This team-taught seminar course will delve into the Psychology supporting the strategies organizations use to influence purchase decisions and solidify brand preference. Students will investigate, analyze and present their findings using a variety of analysis/discussion/application methods.

Prerequisite: MKCM 202 or PSY 151 3 Hours, 1 Semester

**MKCM 433 MARKET RESEARCH**

A study of the application of research techniques in market analysis. Student teams design, conduct, and present a research project, including problem definition, questionnaire design, data collection, data analysis, documentation, and recommendation.

Prerequisite: MATH 215 and MKCM 361 3 Hours, 1 Semester

**MKCM 434 INTERNATIONAL MARKETING**

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

Prerequisite: MKCM 361 or IBUS 287 3 Hours, 1 Semester

**MKCM 435 MARKETING COMMUNICATION**

A course focusing on advertising, sales promotion, and direct marketing also known as integrated marketing communications. Topics include planning and execution of promotional programs, strategy development, and segmenting and positioning. Orientation reflects the managerial or “client” side of business rather than the “creative” or message development side.

Prerequisite: MKCM 361 3 Hours, 1 Semester

**MKCM 436 SALES MANAGEMENT**

An investigation of the functions and activities of sales managers. Topics include recruiting, organizing, training, compensating, leading, motivating, and managing the sales force.

Prerequisite: MKCM 361 3 Hours, 1 Semester

**MKCM 470 SPECIAL TOPICS IN MARKETING**

This course examines in depth a major issue, problem, or theme in the area of marketing and communication. It includes a specialized research paper or project, involves discussion and oral and written reports, and may include guest speakers and field trips.

Prerequisite: MKCM 202 or COMM 247 3 Hours, 1 Semester

**MKCM 480 MARKETING SEMINAR**

A capstone course that focuses on the integration of marketing with the other functional areas of business. This course examines the marketing strategy formulation process through the development of analytical techniques to assess company, market, and industry. Utilizes extensive case analysis/and or consulting project.

Prerequisite: MKCM 361, and completion of 72 credits, and MKCM concentration students only 3 Hours, 1 Semester

**MKCM 490 MARKETING INTERNSHIP**

An internship serves as an integral part of our experiential learning emphasis for students selecting the Marketing concentration. The objective of the course is to gain work experience in a marketing and/or communication related field or position. Students may select an internship based on their interests and preferences, and faculty and the Career & Professional Development Center are available to assist students in the internship search. Students are required to work 120 hours over the course of the semester and complete a comprehensive project upon completion of the internship.

Prerequisites: Completion of 60 credits or more. 3 Hours, 1 Semester

**Mathematics****MATH 117 COLLEGE MATHEMATICS**

Designed for students with three years of high school mathematics, which includes two years of high school algebra or its equivalent. Topics include real numbers, linear equations, functions, slope, equations of lines, systems of equations, quadratic equations, exponential and logarithmic functions. Practical applications of the material will be stressed.

Prerequisite: Three years of high school Mathematics or its equivalent 3 Hours, 1 Semester

**MATH 122 MATHEMATICAL BUSINESS ANALYSIS**

This course is designed for students with four years of high school mathematics, including a course in precalculus. Topics include linear, polynomial, rational, exponential and logarithmic functions, linear regression, limits, continuity and rate of change. The second part of the course will introduce the powerful notion of derivative and develop its practical applications.

Prerequisite: MATH 117, its equivalent, or four years of high school Mathematics 3 Hours, 1 Semester

**MATH 190 CALCULUS I**

A standard course in differential calculus. Topics include limits, velocity, and differentiation. Applications include related rates, linear approximations, curve sketching, and optimization. Practical applications of the material will be stressed.

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

**MATH 191 CALCULUS II**

A standard course in integral calculus. Topics include methods of integration, applications of integration, areas, volumes, and surface areas. Exponential, logarithmic, and trigonometric functions will be utilized. Practical applications of the material will be stressed.

Prerequisite: MATH 190 or its equivalent 3 Hours, 1 Semester

**MATH 215 STATISTICS I**

A first course in probability and statistics covering descriptive statistics, correlation, linear regression, probability, probability distributions, confidence intervals and hypothesis testing. Practical applications using the Microsoft Excel software package will be stressed.

Prerequisite: MATH 117 or MATH 122 or MATH 190 3 Hours, 1 Semester

**MATH 229 CALCULUS III**

A third course in calculus, covering infinite sequences, series, curves, surfaces in spaces, vectors, functions of several variables, and multiple integrals. Arc length, curvature, partial derivatives, Lagrange multipliers, and the introduction to differential equations are also potential topics.

Prerequisite: MATH 191 3 Hours, 1 Semester

**MATH 348 LINEAR ALGEBRA**

A traditional course in linear algebra covering systems of linear equations and their solutions, Gaussian elimination, linear independence, linear transformations, matrices, determinants, vector spaces, eigenvectors and eigenvalues.

3 Hours, 1 Semester

**MATH 351 REGRESSION ANALYSIS**

This course provides an introduction to regression including: simple linear regression, multiple regression, model building, and variable screening methods.

Prerequisite: MATH 215 or its equivalent 3 Hours, 1 Semester

**MATH 352 THEORY OF INTEREST**

An introduction to the material on the Financial Mathematics exam of the Casualty Actuarial Society. Topics include interest, discount and the time value of money in addition to annuities, perpetuities, mortgages, amortization, and sinking funds. Pricing and valuation of bonds, cash flows, and yield rates will also be studied.

Prerequisite: Math 190 3 hours, 1 semester

**MATH 353 INTRODUCTION TO STATISTICAL COMPUTING**

This course will introduce modern techniques of computational statistics for practical analysis of data utilizing the R programming language. Data analysis and interpretation will be emphasized, rather than statistical theory. Real world data sets will be used to illustrate statistical principles.

Prerequisite: MATH 215 or its equivalent 3 hours, 1 semester

**MATH 362 FOUNDATIONS OF HIGHER MATHEMATICS**

Topics will include propositional logic, predicates and proofs, set theory, mathematical induction, number theory, relations and functions.

3 Hours, 1 Semester

**MATH 366 NUMBER THEORY**

This course will serve as an investigation into the properties of the natural numbers 1,2,3, .... The natural numbers satisfy a multitude of beautiful patterns and relationships. The goal of this course will be to study these patterns and attempt to formulate some of our own. The ideal student will be interested in experimenting with paper and pencil and be open to learning how to rigorously demonstrate their findings in proofs. Topics to be covered will include: prime numbers, congruences, quadratic reciprocity, Diophantine equations, and as time permits, such topics as cryptography and continued fractions.

Prerequisite: MATH 190 3 Hours, 1 Semester

**MATH 395 DISCRETE MATHEMATICS**

A first course in discrete mathematics intended to present both theory and applications from areas such as networking and computer science. Topics will include sets, relations, mathematical induction, graphs, trees, matchings, network flows, combinatorics, and recurrence relations.

3 Hours, 1 Semester

**MATH 441 COLLEGE GEOMETRY**

This course treats the historical and axiomatic developments of Euclidean geometry, and provides an introduction to non-Euclidean geometries. Topics include the geometry of ancient civilizations, the complex numbers, centers of triangles, straightedge and compass construction, incidence geometry, Mobius transformations and regular polyhedra.

3 Hours, 1 Semester

**MATH 442 ABSTRACT ALGEBRA**

This course is designed to introduce students to basic algebraic structures, especially groups and rings. Techniques of proof will be stressed. Topics include binary operations, relations, mathematical induction, the Euclidean algorithm, congruence classes, cyclic groups, finite permutations groups, homomorphisms, Cayley's theorem, quotient groups and rings.

3 Hours, 1 Semester

**MATH 470 TOPICS IN MATHEMATICS**

Possible areas of study are numerical analysis, the history of mathematics, advanced probability, techniques in mathematical problem solving, and actuarial exam preparation. There are other topics that will be considered depending on student need and interest.

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

**MATH 490 INTERNSHIP****MATH 491 RESEARCH ASSOCIATE****MATH 492 TEACHING ASSOCIATE INTERNSHIP****MATH 493 ADVANCED PROJECT****MATH 494 FACULTY-LED TRAVEL**

See "Experiential Learning" in the Academic Programs section for course descriptions and governing policies.

## Music

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**MUS 261 FUNDAMENTALS OF MUSIC**

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

3 Hours, 1 Semester

**MUS 262 MUSIC APPRECIATION I**

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

3 Hours, 1 Semester

## MUS 263 MUSIC APPRECIATION II

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

3 Hours, 1 Semester

## MUS 264 POPULAR MUSIC IN AMERICA

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

3 Hours, 1 Semester

## MUS 270 SPECIAL TOPICS IN MUSIC

This course is offered on an occasional basis and addresses topics and themes of special interest not covered in the standard course offerings in music.

3 Hours, 1 Semester

## Philosophy

### PHIL 224 ETHICS, MORALITY, AND THE INSTITUTION

Investigates the interaction of ethics with the operation of business, political, academic and religious institutions. Examines ethics and the law, and attempts to establish guidelines for personal and institutional conduct.

3 Hours, 1 Semester

### PHIL 228 ETHICS 2.0

As technology advances and plays larger roles in our day-to-day lives, business often have to play catch up. In the meantime, “gray areas” emerge, and professionals must grapple with the unsolved questions. What is “right” or “best” for a business? For society? We will try and determine our own answers by using ethical constructs as our guides. This course will examine the issues posed by modern society, paying particular attention to the dilemmas faced by working professionals. Through ethical evaluation tools, students will not only come to conclusions about these issues, but learn the methodology to approach any similar problem in the future. This course also encourages students to express their analysis clearly in oral and written forms. The ultimate goal at the conclusion of Ethics 2.0 is for each student to have the toolset to respond to any legal or ethical dilemma, in a clear and thoughtful manner.

3 Hours, 1 Semester

### PHIL 267 PROBLEMS OF PHILOSOPHY

An introduction to philosophy through discussion of some basic issues, including the concept of self and justice, good and evil, freedom and determinism, and appearance and reality.

3 Hours, 1 Semester

## Political Science

### PSCI 204 INTRODUCTION TO POLITICAL SCIENCE

This course provides an introduction to methods and concepts in the study of political science with special emphasis on each of the major sub-fields, including political theory, American politics, comparative politics, and international relations. It will encourage empirical and critical thinking about the structure and quality of American democracy, and emphasize pathways to engaged citizenship and civic leadership.

3 Hours, 1 Semester

### PSCI 316 CURRENT ISSUES IN PUBLIC POLICY

This course will introduce students to the field of public policy, particularly as it affects business and community relationships with the government. We will explore theoretical perspectives on the role of government in the economy and society through the use of current events and contemporary controversies. Questions and topics may include: Will good jobs continue to elude young adults? Should the use of personal information be restricted? What are the political and economic implications of raising the minimum wage? Has free trade reached a turning point? These questions - and many more - are at the heart of public policy and our course study.

3 Hours, 1 Semester

### PSCI 319 INTERNATIONAL SECURITY STUDIES

Is war likely between global powers like the United States and China? Could we see a nuclear conflict in the next decade? Is terrorism still a serious security risk? Should we see climate change as a security challenge? To answer these questions this course introduces its members to the foundations of the concept of ‘security’ and then applies them to contemporary case studies to illustrate their relevance. By focusing on both traditional and non-traditional security issues, the course seeks to provide students with analytical frameworks and the empirical basis for better understanding the complexity of contemporary global security issues.

3 Hours, 1 Semester

### PSCI 324 COMPARATIVE POLITICAL AND ECONOMIC SYSTEMS

This course provides an introduction to the field of comparative politics, the study of places other than the United States. We will analyze in-depth studies of political processes from nations all around the world to investigate debates at the heart of political science, economics, history and other fields within the Liberal Arts and Business core: Why are politicians responsive to the needs of citizens in some countries but not in others? Why do people vote on ethnic lines in some places but not others? Why do some states guarantee social protection for their citizens whereas others leave it in the hands of the market? How do political institutions and social factors shape the provision of public goods? What role do property rights play in transitions to democracy and to market economies? Discussions include topics on governance and accountability, political economy, political culture, identity politics, social cleavages, citizenship, and democratic institutions.

Prerequisite: ENGL 105 or ENGL 212 and 30 credits of coursework; or ENGL 105 or ENGL 212 and CRIT 201

3 Hours, 1 Semester

**PSCI 480 SEMINAR IN CIVIC LEADERSHIP AND POLITICS**

Civic leadership means working to make a difference in the civic life of our communities and developing the combination of knowledge, skills, values, and motivation to make a difference. This approach encourages ordinary citizens to take responsibility, organize, and build coalitions for the purpose of effecting social change. Students will research, develop, and implement projects that promote these values through political and non-political processes. This course is open to students not minoring in the CLPS program, provided they have completed at least 3 hours of PSCI coursework.

Prerequisite: 3 credits in PSCI 3 Hours, 1 Semester

**PSCI 495 WASHINGTON INTERNSHIP**

Field experience as a full-time intern in a congressional office, executive or judicial branch agency in Washington, D.C.

Prerequisite: Limited to students of junior or senior standing who receive approval from the Director of the Fischer Institute (pass/fail).

9 Hours, 1 Semester

**PSCI 496 WASHINGTON SEMINAR**

This course consists of a seminar offered by the academic staff of the Washington Center and usually is taken in conjunction with the Washington Internship. Approval by the Director of the Fischer Institute in advance is required.

3 Hours, 1 Semester

## Psychology

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**PSY 151 GENERAL PSYCHOLOGY**

In this overview course, students will learn the principles and applications of psychology for practical purposes and across disciplines. The practical applications of psychological research to issues and problems facing the world will be addressed. Students will learn and be actively engaged in how psychological findings can be used in a large variety of contexts. This course is a core requirement for all psychology majors.

3 Hours, 1 Semester

**PSY 209 SEX MATTERS: GENDER AWARENESS AND THE FUTURE OF WORK**

One of the most significant changes under foot in the 21st century workplace is men and women working together, side by side, in a perceived equitable manner. Yet, old stereotypes, biases, and assumption about men and women, and the rules of the workplace still exist. This interactive, experience-based course explores how we get to be women and men, the different ways we experience gender, and gender as a principal factor in social organizations. Students will be challenged to examine and critique the forces that maintain, enforce, and produce segregation based on gender and to rethink the norms of society through the lens of appreciation of the differences that each sex brings to the work environment.

Prerequisite: PSY 151 3 Hours, 1 Semester

**PSY 212 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 214 THE PSYCHOLOGY OF TERRORISM**

Why do they do it? The psychology of individuals who engage in extreme political violence such as terrorist acts has become the subject of intense controversy in step with the rise of "homegrown" terrorism. Are terrorists insane or suicidal? Are they merely angry and alienated? Or, are they motivated by perverse altruism? And how is terrorism really different from mass shootings? These are just some of the questions that we will focus on in this class.

Prerequisite: PSY 151 3 Hours, 1 Semester

**PSY 242 PROFILES OF SERIAL KILLERS AND MASS MURDERERS**

This course explores, from psychological and sociological perspectives, the characteristics of men and women who commit multiple murders. Through the in depth examination of known serial killers students will learn: what is serial killing; how a serial killer is different from a mass murderer; what factors explain serial killing; how prevalent it is; and, what are the recent trends in understanding their behavior.

Prerequisite: PSY 151 3 Hours, 1 Semester

**PSY 270/370/470 SPECIAL TOPICS IN PSYCHOLOGY**

This course examines in depth a major issue, problem, or theme in the area of psychology. It includes a specialized research paper or project, involves discussion and oral and written reports, and may include guest speakers and field trips.

Prerequisite: PSY 151 3 Hours, 1 Semester

**PSY 277 PSYCHOLOGY OF ADOLESCENCE**

Study of the physical, intellectual, emotional, and social development of the adolescent. Focus is on contemporary concerns of youth.

Prerequisite: PSY 151 3 Hours, 1 Semester

**PSY 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 342 GROUP DYNAMICS**

This course examines the formation of groups, group processes, followership, and leadership processes within groups and group behaviors. Emphasis is placed on the experience of applying group theory.

Prerequisite: PSY 151 3 Hours, 1 Semester

### **PSY 343 PSYCHOLOGY OF MEN**

This course examines the biological, social and psychological perspectives of the American male experience through the reading of autobiographies and a review of contemporary research. Theories on the development of stereotypes, self-concept, achievement motivation, and cognitive and moral reasoning of men are discussed. Both traditional and nontraditional roles of men from birth to old age are examined. Mental health and social issues specific to men are also discussed.

Prerequisite: PSY 151 3 Hours, 1 Semester

### **PSY 344 PSYCHOLOGY OF WOMEN**

This course examines the biological, social and psychological perspectives of the American female experience through the reading of autobiographies and a review of contemporary research. Theories on the development of stereotypes, self-concept, achievement motivation, and cognitive and moral reasoning of women are discussed. Both traditional and nontraditional roles of women from birth to old age are examined. Mental health and social issues specific to women are also discussed.

Prerequisite: PSY 151 3 Hours, 1 Semester

### **PSY 372 COUNSELING PSYCHOLOGY**

This course reviews the major contemporary theories and techniques of counseling. Students have opportunities to observe counseling situations and to practice counseling techniques. Ethical and professional issues are also addressed.

Prerequisite: PSY 151 3 Hours, 1 Semester

### **PSY 374 COGNITION, LEARNING AND MEMORY**

An introduction to the basic concepts and theories of human cognition. Topics include attention, memory, knowledge organization, language, reasoning, artificial intelligence, and artificial life.

Prerequisite: PSY 151 3 Hours, 1 Semester

### **PSY 375 STATISTICS FOR THE SOCIAL SCIENCES**

The purpose of this course is to develop knowledge of when to apply the correct statistical techniques. Emphasis is placed on the “real world” applications of statistical methods through projects. Topics include descriptive and inferential statistics, multivariate, parametric, and nonparametric techniques. This course makes extensive use of SPSS software. This course is a core requirement for all psychology majors and satisfies the department information literacy requirement.

Prerequisite: Successful completion of MATH 117 or higher  
3 Hours, 1 Semester

### **PSY 408 PSYCHOLOGY OF ADVERTISING**

This team-taught course offers an exploration of human behavior through the prism of advertising and promotion. Each day, consumers are presented with a series of decisions (what to wear, what to eat, what to do for entertainment). These decisions are influenced by a variety of factors including but not limited to: learning, reference groups, first-hand experience, attitudes, exposure to stimuli and perception. This team-taught seminar course will delve into the Psychology supporting the strategies organizations use to influence purchase decisions and solidify brand preference. Students will investigate, analyze and present their findings using a variety of analysis/discussion/application methods.

Prerequisite: MKCM 202 or PSY 151 3 Hours, 1 Semester

### **PSY 424 IDENTITY AND HUMAN SEXUALITY**

An exploration of what it means to be “human” and a “sexual” being. The class is an opportunity to discuss and debate attitudes, research, and one’s own perceptions of sexuality in order to understand those of others. This course will not only ensure that you acquire basic factual information about human sexuality, but also will give you opportunity to think about your own sexual values and behaviors. Topics such as the sexual response cycle, birth control, abortion, sexual morality, love and intimacy, sexual orientation, developmental changes in sexuality, sexual dysfunction’s and disabilities, prostitution, pornography, and sexual violence will be discussed.

Prerequisite: PSY 151 3 Hours, 1 Semester

### **PSY 462 SOCIAL PSYCHOLOGY**

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

Prerequisite: PSY 151 3 Hours, 1 Semester

### **PSY 478 ABNORMAL PSYCHOLOGY**

The major forms of abnormal behavior are described. They are discussed in light of an integrative bio-social model. Disorders include anxiety disorders, personality disorders, sexual deviance and dysfunction, dissociate and somatoform disorders, mood disorders, childhood disorders, substance use disorders, schizophrenia, and cognitive disorders. Treatment approaches are discussed as well.

Prerequisite: PSY 151 3 Hours, 1 Semester

**PSY 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

**PSY 493 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 their semester-long project culminating in a written APA format research paper and presentation of findings via a faculty-judged poster session. This course is a core requirement for all psychology majors and satisfies that program writing intensive and information literacy and experiential learning requirements. *Formerly PSY 475.*

Prerequisite: PSY 375

3 Hours, 1 Semester

**PSY 491 RESEARCH ASSOCIATE****PSY 492 TEACHING ASSOCIATE INTERNSHIP****PSY 494 FACULTY-LED TRAVEL**

See "Experiential Learning" in the Academic Programs section for course descriptions and governing policies.

## Religion

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**REL 219 CHRISTIANS AND MUSLIMS AND JEWS, OH WHY?**

This course offers a unique, in-depth experience in interfaith knowledge, dialogue, and practice regarding Judaism, Christianity and Islam. It is team-presented by two faculty members and a student intern, who are likewise adherents of that faith. Pertinent readings, first-hand experiences of the three faiths, and no-holds-barred discussion will be the hallmark of this course. Students will be expected to participate regularly, complete three 5-page papers, as well as a final group paper.

3 Hours, 1 Semester

**REL 270 SPECIAL TOPICS IN RELIGION**

This course is offered on an occasional basis and addresses topics and themes of special interest not covered in the standard course offerings in religion.

3 Hours, 1 Semester

**REL 322 WORLD RELIGIONS**

The major living religions of the world are studied as expressions of ultimate concern within their historical, theological, and social contexts. Both eastern and western religions are studied.

3 Hours, 1 Semester

**REL 323 BIBLICAL LITERATURE**

The writings of the Old and New Testaments, their social, political, and religious origins; their central themes, their influence on the Judeo-Christian tradition, and their contemporary significance are studied.

3 Hours, 1 Semester

## Seminar

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**SEM 139 FIRST-YEAR PROFESSIONAL DEVELOPMENT SEMINAR**

First-Year PDS is designed to help students transition successfully from high school to college and to introduce students to career development resources and concepts. In the first half of the course, topics covered include time management, effective study habits, campus resources, self-awareness, and decision-making. In the second half, students explore majors and are introduced to resume writing, professionalism and networking.

1 Hour, 1 Semester

**SEM 239 SOPHOMORE PROFESSIONAL DEVELOPMENT SEMINAR**

Sophomore PDS centers on exploration of various majors, minors, and career options. Students work on job-search readiness by learning how to locate internship opportunities, refine their resumes, and write effective cover skills. In addition, they learn about networking and begin to develop interviewing skills through participation in mock interviews conducted by upper level students. Development of LinkedIn profiles begins in this course.

Prerequisite: SEM 139 or 24 or more transfer credits

1 Hour, 1 Semester

**SEM 339 JUNIOR PROFESSIONAL DEVELOPMENT SEMINAR**

The primary focus of Junior PDS is on strengthening interviewing skills. Over a four week period, every member of the class participates in a mock interview conducted by a guest employer. In preparation for this experience, students select an internship or job of interest and write a targeted cover letter which is given to the employer along with an updated resume and the job description. In addition to being interviewed, students provide constructive feedback to their classmates about their interviewing skills through observations and class discussions. Students will also further develop networking skills and personal branding tactics.

Prerequisite: SEM 239

1 Hour, 1 Semester

### SEM 439 SENIOR PROFESSIONAL DEVELOPMENT SEMINAR

Senior PDS centers on making a successful transition to life after college by focusing on the job search or graduate school selection process as well as fiscal responsibility. Subjects covered include how to develop an effective job search strategy, negotiate salary, and be fiscally responsible. Students develop a comprehensive personal budget detailing their projected monthly income and expenses following graduation. The budget includes student loans, insurance expenses, retirement savings plans, etc. and is accompanied by a detailed written explanation of strategies. In addition, students will participate in a series of programs such as a financial conference, etiquette dinner, and alumni networking events.

Prerequisite: SEM 239 and SEM 339 1 Hour, 1 Semester

### SEM 444 PROFESSIONAL DEVELOPMENT SEMINAR (FOR UGA STUDENTS ONLY)

This course is designed to enhance students professional and communication skills in order to develop and maintain a professional career path. As a seminar course it is highly interactive and will cover the following topics: interpersonal communication, professional writing, networking, the job search process, career resources, and mock interviewing. It is recommended to take this course as close to the student's anticipated graduation date as possible. At the end of this course, students will have an updated resume and cover letter to prepare them for their professional lives.

3 Hours, 1 Semester

### SEM 445 PRIOR LEARNING CREDIT EVALUATION AND PORTFOLIO DEVELOPMENT

This course is designed to provide an introduction to Prior Learning Assessment (PLA) portfolio development. It provides a series of structured activities and systematic approaches for the student to prepare for petitioning for credit for learning outside the traditional classroom. SEM 445 satisfies the requirement for SEM 444.

3 Hours, 1 Semester

## Sociology

### SOC 161 SOCIOLOGY

The course is concerned with cultural and social processes, collective behavior, stratification and mobility, race relations, human ecology, population trends, and the changing social world.

3 Hours, 1 Semester

### SOC 215 JUVENILE DELINQUENCY

Students will acquire an awareness regarding the concepts of juvenile delinquency, the sociological and developmental views of delinquency as well as environmental influences. Selected theories on delinquency and causes of juvenile delinquency will be presented. The role of the different components of the juvenile justice system including the police, courts, and correctional facilities will be discussed; their impact on prevention and rehabilitation will be emphasized. Juvenile justice advocacy, intervention, preventions and the future of juvenile delinquency and juvenile justice will also be presented.

3 Hours, 1 Semester

### SOC 216 DEVIANCE

This course will introduce the central sociological concepts of deviance, social order, social power, identity construction, and identity management. We will use the topic of deviance to see how groups of people have the power to shape social definitions and apply them onto others. We will then look at the consequences for those defined as deviant of this label. We will look at how people come to develop a deviant identity and what that means to them in the exercise of their everyday lives. Note: This is a reading and writing intensive course. Assigned readings are designed to take us through the material in an interesting and informative manner, and the writing assignments are intended to help you develop your critical thinking and communicative skills.

3 Hours, 1 Semester

### SOC 270/370/470 SPECIAL TOPICS IN SOCIOLOGY

This course examines in depth a major issue, problem, or theme in the area of sociology.

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

## Sport Management

### SMGT 251 INTRODUCTION TO SPORT AND OPERATIONS MANAGEMENT

This introductory-level course provides an overview to the structure of the sport industry and highlights the scope and variety of potential career opportunities. The value of professional management to sport organizations will also be emphasized. Attention will be given to the issues facing sport organizations and the use of management techniques to solve business-related problems. The development of effective communication skills and networking skills, will be stressed through class presentations and projects and assignments.

3 Hours, 1 Semester

### SMGT 297 SPORT PRACTICUM

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

Prerequisite: SMGT 251 3 Hours, 1 Semester

### SMGT 352 SPORT IN SOCIETY

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

3 Hours, 1 Semester

### SMGT 363 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 3 Hours, 1 Semester

### SMGT 367 MARKETING AND FAN ENGAGEMENT

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

Prerequisite: SMGT 251, MKCM 202, and a minimum of 51 credit hours completed 3 Hours, 1 Semester

### SMGT 368 SPORT FINANCE

This course is designed to provide the prospective sport manager with an overview of the major financial issues facing sport managers and the sport industry. An analysis of the following areas will be undertaken: sources of revenue for sport organizations and leagues, a comparison of public and private sector funding in sports, and investment of public resources into private sporting facilities. Also, budgeting and investment comparisons will be discussed.

Prerequisite: SMGT 251, FIN 303, and a minimum of 51 credit hours completed 3 Hours, 1 Semester

### SMGT 459 SPORT LAW

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

Prerequisite: SMGT 367 and LSB 327 3 Hours, 1 Semester

### SMGT 460 ATHLETICS ADMINISTRATION

This course is designed to introduce the student to the management issues faced by administrators within collegiate and high school athletics departments. Students will develop an understanding of issues such as governance, scheduling, NCAA and conference compliance, gender equity and Title IX, conference membership issues, departmental structure, and organizational goals in athletics, legal issues, and operating procedures.

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

### SMGT 462 SPORT COMMUNICATION

This course is designed to introduce the students to the role of effective communication in the sport industry. The nature and function of communication will be examined in a variety of settings. Emphasis will be placed on interpersonal communications, public relations, mass media relations, public speaking, and innovative technology. This class is designated as a writing intensive course.

Prerequisite: COMM 247 or SMGT 251 or SMGT 352 3 Hours, 1 Semester

### SMGT 464 SPONSORSHIP AND SALES

This course is designed to offer hands-on, practical experience in creating and implementing a sponsorship and sales plan. Groups will create marketing surveys, develop sponsorship proposals, identify and contact potential buyers, conduct negotiation and sales, learn activation techniques, and evaluate sponsor packages.

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

**SMGT 469 COACHING ADMINISTRATION AND MANAGEMENT**

This course emphasizes coaching concepts and strategies necessary to the coaching profession and crucial in the development of quality coaches and sport educators. Planning, preparation, demonstration, explanation, evaluation, and feedback are important skills for coaching and in building a successful athletic program. Students will examine coaching and teaching philosophies and techniques as well as the management skills required for success. Additional emphasis will be placed on recruiting, tryouts, pre and post-season development, conditioning, practice planning, scouting, game management, motivation, and ethics. Upon successful completion of this course, students receive a level Coaching Certification.

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

**SMGT 470 SPECIAL TOPICS IN SPORT MANAGEMENT**

This course is offered on an occasional basis and addresses topics and themes of special interest not covered in the standard course offerings in Sport Management.

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

**SMGT 480 SPORT MANAGEMENT SEMINAR**

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

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

**SMGT 488 SPORT MANAGEMENT INTERNSHIP (9 CREDIT)**

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 internship in any region of the country, abroad and in some cases may receive financial compensation.

Prerequisite: SMGT 352 and SMGT 367 and a 2.5 minimum GPA

**SMGT 489 SPORT MANAGEMENT INTERNSHIP (6 CREDIT)**

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 (20 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 internship in any region of the country, abroad and in some cases may receive financial compensation

Prerequisite: SMGT 352 and SMGT 367 and a 2.5 minimum GPA

**SMGT 490 SPORT MANAGEMENT INTERNSHIP (3 CREDIT)**

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 (10-15 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 and SMGT 367 and a 2.5 minimum GPA

- SMGT 491 RESEARCH ASSOCIATE**
- SMGT 492 TEACHING ASSOCIATE INTERNSHIP**
- SMGT 493 ADVANCED PROJECT**
- SMGT 494 FACULTY-LED TRAVEL**

See "Experiential Learning" in the Academic Programs section for experiential learning course descriptions and governing policies.

**Inactive Courses**

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ENGL	235	The Classics: World Literature I
ENGL	238	World Literature IV
ENGL	315	American Literature II
ENGL	319	Introduction to Poetry
ENGL	411	Major Authors in Literature
FIN	330	Investments
FIN	493	Investments & Security Analysis
MGMT	485	Strategic Management





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Hewlett Packard*

### FACULTY AND STAFF

---

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*President  
B.A., Stephens College  
M.B.A., East Carolina University  
Ph.D., Clemson University*

**Priscila Alfaro-Barrantes**

*Assistant Professor of Sport  
Management  
B.S., Universidad Latina  
M.S., Northern Illinois University  
M.S., Southern New Hampshire  
University  
Ph.D., Florida State University*

**Jiyoan An**

*Assistant Professor of Marketing  
B.B.A., Seoul National University  
M.S., EDHEC Business School  
M.S., Texas Tech University  
Ph.D., University of Rhode Island*

**Jacqueline Baker**

*Senior Business Systems Analyst  
B.A., St. Anselm College*

**Nicholas Barnes**

*Associate Professor of Business and Law  
General Business, Legal Studies,  
Information Technology Program Chair  
B.S., Worcester Polytechnic Institute  
J.D., Franklin Pierce Law Center*

**Christopher Barroso**

*Assistant Sports Information Director/  
Director of Marketing & Sponsorships*  
B.S.B.A., Nichols College

**Christine Beaudin**

*Associate Professor of Finance  
Finance Program Chair*  
B.S.B.A., M.B.A., Nichols College

**Jean Beauprè**

*Associate Professor of Marketing and  
Communication*  
*Communication Program Chair*  
B.S., Providence College  
M.S., Ed.D., Northeastern University

**Andrea Becker**

*Assistant Dean for Academic Affairs*  
B.S.B.A., M.O.L., Nichols College

**Marcia A. Behrens, CPA**

*Associate Professor of Accounting*  
B.S.B.A., M.B.A., Nichols College

**Joseph Belanger**

*PC Support Specialist*

**Michael Belanger**

*Strength & Conditioning Coordinator*  
B.S.B.A., B.A., Worcester State  
University  
M.B.A., Nichols College

**Alexis Belezos**

*Junior Content Specialist*  
B.A., Roger Williams University

**Steve Belleville**

*Executive Creative Director*  
B.F.A., University of Massachusetts,  
Dartmouth

**Timothy Bennett, ATC/L**

*Head Athletic Trainer*  
B.S.A.T., James Madison University  
M.B.A., Nichols College

**Wayne-Daniel S. Berard**

*Professor of English*  
B.A., Stonehill College  
M.A., Bridgewater State College  
Ph.D., University of Rhode Island

**Paula Bernier**

*Admissions Office Administrative  
Assistant*

**Sharon Berry**

*Associate Controller*  
A.B.A., B.S.B.A., M.B.A., Nichols College

**Laura Blake**

*Associate Professor of Management*  
B.B.A., D.P.S., Pace University  
M.S., Rensselaer Polytechnic Institute

**Tahkeya Blake**

*Admissions Counselor/Call Center  
Manager*  
*Associate Director of the Office for  
Diversity and Inclusion*  
B.S.B.A., M.B.A., Nichols College

**Adrienne Boertjens**

*Area Coordinator*  
B.A., Minnesota State University  
at Mankato  
M.A., Eastern Michigan University

**William Boffi**

*Vice President for Enrollment*  
B.A., Providence College  
M.B.A., University of Rhode Island

**Pamela (P.J.) Boggio**

*Vice President for Student Affairs*  
B.S., Mankato State University  
M.A., Indiana University of Pennsylvania

**Craig Brady**

*Associate System Administrator*

**Kevin F. Brassard**

*Chief Information Officer*  
B.S.B.A., Western New England  
University  
M.S., Bentley College

**Karen Brennan**

*Assistant Director of Financial  
Assistance*  
A.S., Becker College

**Brent Broszeit**

*Director of Development*  
B.A., Florida Southern College  
M.B.A., Nichols College

**Paul O. Brower**

*Assistant Vice President for Enrollment*  
*Head Men's and Women's Tennis Coach*  
B.S., Worcester State College  
M.S.P.C., Clark University

**Boyd P. Brown III**

*Associate Professor of Criminal Justice*  
B.A., University of Maine  
M.A., Ohio State University, Columbus

**Parker Burgess**

*Head Men's Ice Hockey Coach*  
B.A., M.O.L., University of St. Thomas

**Marney Buss**

*Assistant Dean of Students*  
B.A., St. John Fisher College  
M.A., Indiana University of Pennsylvania

**Maureen Butler**

*Assistant to the Vice President for  
Academic Affairs*

**Kerry Calnan**

*Vice President of Innovation and  
Institutional Effectiveness*  
*Associate Professor of Accounting and  
Finance*  
B.S., Westfield State University  
M.B.A., Western New England  
University

**Erin Casey-Williams**

*Assistant Professor of English*  
*Humanities Chair*  
*Gender & Diversity Studies Chair*  
B.A., Beloit College  
Ph.D., University at Albany, SUNY

**John Caulfield**

*Director of Public Safety*  
B.S., Boston College  
M.Ed., Boston University

**Nora Cavic**

*Assistant Director of Advising Services*  
B.S., Endicott College  
M.B.A., C.O.A.L.S., Nichols College

**Deborah Champagne**

*Director of Student Accounts*

**Brenda Chase**

*Human Resources Specialist*

**Maryann Conrad**

*Associate Professor of Hospitality  
Management*  
*Hospitality Management Program Chair*  
B.S., Worcester State College  
M.S., University of Massachusetts  
Amherst

**Karin Curran**

*Assistant Professor of Accounting and  
Finance*  
B.S.B.A., Southern Massachusetts  
University  
M.B.A., Nichols College

**Thomas C. Davis**

*Professor of Psychology*  
*Psychology Program Chair*  
B.A., Ohio Wesleyan University  
Ph.D., Brigham Young University

**Abby DePasquale**

*Associate Director of the Career &  
Professional Development Center*  
B.S.B.A., M.B.A., Nichols College

**Amanda Desai**

*Director of Residence Life*  
Bachelor of Technology, SUNY  
Cobleskill  
M.A., McKendree University of Illinois

**Hans Despain**

*Professor of Economics*  
*Economics Program Chair*  
*Honors Scholar Program Chair*  
 B.S., Ph.D., University of Utah

**James Deys**

*Associate Professor of English*  
 B.A., SUNY at Fredonia  
 M.A., Ph.D., Binghamton University

**Kellie Deys**

*Associate Professor of English*  
*Director of the Honors Scholar Program*  
*English Program Chair*  
 A.A., Rockland Community College  
 B.A., SUNY at Fredonia  
 M.A., Ph.D., Binghamton University

**Peter DiVito**

*Sports Information Director*  
 B.S., Towson University

**Justin Dolan**

*Assistant Director of Campus Services*  
 B.S.B.A., M.B.A., Nichols College

**Craig Dolphin**

*Assistant Director of Business Development*  
 B.A., University of Rhode Island  
 M.P.S., SUNY Stony Brook

**Jim Douglas**

*Director of the Library*  
 B.A., Marietta College  
 M.A., University of Connecticut  
 M.L.S., Southern Connecticut State University

**Rachel Ferreira**

*Assistant Director of Enrollment for Peer Engagement*  
*Director of the Institute for Women's Leadership*  
 B.A., Bates College  
 M.A., Hult International Business School

**Jennifer Fleury**

*Associate Professor of Business and Technology*  
*Entrepreneurial Management Program Chair*  
 B.A., Rhode Island College  
 M.Ed., Worcester State College  
 M.Ed., University of Massachusetts Lowell  
 Ed.D., Northeastern University

**Deanna Foster**

*Assistant Professor of Accounting*  
 B.S., Assumption College  
 M.B.A., Clark University  
 Ed.D., Northeastern University

**Robin Frkal**

*Associate Professor of Human Resource Management and Management*  
 B.A., Assumption College  
 M.S., Clark University  
 Ph.D., Fielding Graduate University

**Karol Gil-Vasquez**

*Assistant Professor of Economics*  
 B.S., M.A., University of Central Missouri-Warrensburg  
 Ph.D., University of Missouri-Kansas City

**Elizabeth Gionfriddo**

*Director of Student Involvement*  
*Emerging Leaders Program Co-Chair*  
 B.S., Merrimack College  
 M.A., Boston College

**April Girardin**

*Payroll Manager*

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 A.B.A., B.S.B.A., Nichols College

**Eric Gobiell**

*Director of Athletics*  
 B.A., Plymouth State University  
 M.Ed., Fitchburg State University

**Marcus Goncalves**

*Professor of International Business and Management*  
*International Business Program Chair*  
 B.A., Faculdades Integradas Simonsen  
 M.S., Southwest University  
 Ed.D., Boston University  
 Ph.D., University of Saint Joseph

**Nicholas Gorgievski**

*Professor of Mathematics*  
*Mathematics Program Chair*  
 B.A., Providence College  
 M.S., University of Vermont  
 Ph.D., University of Connecticut

**Nathan D. Grist**

*Director of Server and Network Operations*  
 B.S., Eastern Connecticut State University

**Karen Gurnon**

*Head Women's Soccer Coach*  
 B.A., University of Connecticut

**Matthew S. Haggard**

*Systems and Instruction Librarian*  
 B.A., Coastal Carolina University  
 M.L.I.S., Wayne State University

**Jared Hamilton**

*Associate Vice President for Enterprise Applications*  
 B.S., West Virginia Institute of Technology

**Leonard Harmon**

*Associate Professor of Marketing*  
 B.A., Rhode Island College  
 M.O.L., Nichols College

**David Hebert**

*General Manager, Sodexo*

**Missi Hilow**

*Bookstore Manager*  
 B.A., Eastern Connecticut State University

**Elizabeth Horgan**

*Director of the Career & Professional Development Center*  
 B.S.B.A., Bryant University  
 M.Ed., Bridgewater State University

**Laura E. Hunter**

*Director of Undergraduate Adult Enrollment*  
 B.S., Assumption College  
 M.S.O.L., Nichols College

**Brittany Jacobs**

*Assistant Professor of Sport Management*  
 B.S., M.Ed., University of New Hampshire  
 M.Ed., University of Texas at Austin  
 Ph.D., University of Northern Colorado

**Kalpana Khanal**

*Assistant Professor of Finance and Economics*  
 B.S., Tribhuvan University, Nepal  
 M.S., Oklahoma State University  
 M.A., Ph.D., University of Missouri - Kansas City

**Steven Kligerman**

*Associate Director of Admissions*  
 B.A., Westfield State University  
 M.Ed., Merrimack College

**Edward J. Kolek, Jr.**

*Assistant Dean for Learning Services*  
 B.S., C.A.G.S., Worcester State College  
 M.A., Eastern Michigan University  
 Ph.D., University of Connecticut

**Michael A. Kubic**

*Telecommunications Manager*  
 B.A., Worcester State College

**Cynthia Lafortune**

*Manager of User Support Services*  
 A+ Certification, CompTIA  
 HP Desktop Certified Technician

**Michael Lajoie**

*Visiting Assistant Professor of English*  
B.A., Harvard University  
M.A., University of Massachusetts  
Boston

**Paul E. Lambert**

*Assistant Professor of History*  
B.A., Bridgewater State College  
M.A., Clark University

**Kathy Langlois**

*Assistant to the Vice President for  
Business and Finance/CFO*  
A.B.A., Nichols College

**Robert W. LaVigne**

*Vice President for Operations*  
B.S., University of Rhode Island  
M.B.A., Johnson and Wales University

**David Leary**

*MarComm Director*  
B.A., University of Massachusetts  
Amherst

**Timothy J. Liptrap**

*Associate Professor of Sport  
Management*  
*Sport Management Program Chair*  
B.S., Fitchburg State College  
M.B.A., Southern New Hampshire  
University  
Ed.D., University of Hartford

**Lynn Looby**

*Assistant to the President*  
A.S., Briarwood College  
B.S.B.A., Nichols College

**Lindsay Louis**

*Associate Director of Financial  
Assistance*  
B.A., Worcester State University

**Nora G. Luquer**

*Assistant Dean, Graduate Studies*  
B.S., University of Massachusetts  
Amherst  
M.O.L., Nichols College

**Kristan D. Mallet**

*Assistant Athletic Director/Senior  
Women's Administrator*  
*Head Softball Coach*  
B.S., Springfield College

**Timothy Mayo**

*Head Baseball Coach*  
B.S., M.Ed., Springfield College

**Brian T. McCoy**

*Professor of Psychology*  
B.A., Anna Maria College  
M.A., Assumption College  
Ed.D., University of Massachusetts

**Allison McDowell-Smith**

*Assistant Professor of Criminal Justice  
Management*  
*Director, Master of Science in  
Counterterrorism*  
*Criminal Justice Program Chair*  
B.S., Rochester Institute of Technology  
M.S., Niagara University  
Ph.D., Northcentral University

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B.S., Northern Arizona University  
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Science*  
B.A., M.B.A., Ph.D., Mississippi State  
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*Director of Recruitment*  
B.S.B.A., M.B.A., Nichols College

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Graduate, St. Elizabeth School of  
Nursing

**Megan Nocivelli**

*Associate Professor of Marketing*  
*Marketing Program Chair*  
B.A., St. Michael's College  
M.B.A., Anna Maria College

**Ashley O'Keefe**

*Marketing & Communications Specialist*  
B.S.B.A., Nichols College

**Dale Olmstead**

*Head Football Coach*

**Rosalba Onofrio**

*Patron Services Librarian*  
B.A.S., Salve Regina University  
M.A., Boston College  
M.L.S., Southern Connecticut State  
University

**Prajjwal Panday**

*Assistant Professor of Environmental  
Science*  
B.S., University of Maine - Machias  
B.S., St. Lawrence University  
M.S., State University of New York  
Ph.D., Clark University

**Mauri S. Pelto**

*Vice President for Academic Affairs*  
*Professor of Environmental Science*  
B.S., Michigan Technological University  
M.S., Ph.D., University of Maine

**Damir Pesa**

*Head of Equipment Operations*  
A.S., Holyoke Community College  
B.S., Westfield State University

**William C. Pieczynski**

*Vice President for Advancement*  
B.A., Catawba College

**Beth Piuze**

*Associate Director of Graduate  
Recruiting & Admissions*  
B.A., Assumption College  
M.Ed., University of Massachusetts  
Lowell

**John Post**

*Head Men's & Women's Volleyball Coach*  
B.A., East Stroudsburg University

**Katherine (KC) Poplawski**

*Director of Advising Services*  
B.S., Radford University  
M.S., University of Tennessee

**Jason Price**

*Associate Dean for Liberal Arts*  
*Associate Professor of Mathematics*  
B.A., Providence College  
M.S., Ph.D., University of Vermont

**Melissa Rausch**

*Head Women's Lacrosse Coach*  
B.S., Elmira College



**Emily Reardon**

*Director of Institutional Research and Reporting*

B.A., American University  
M.B.A., Nichols College

**Bryant Richards, CMA, CIA**

*Associate Professor of Accounting and Finance*

B.S., Babson College  
M.S.A., Babson College

**Heather Richards**

*Academic Instructional Designer*  
A.S., Quinsigamond Community College

B.A., M.S.O.L., Nichols College

**Charlyn A. Robert**

*Assistant Professor of Sport Management*

B.S., State University of NY College, Cortland  
M.S., University of Massachusetts Amherst

**Betin Robichaud**

*Assistant Dean for Registration*

B.A., Clark University  
M.S.O.L., Nichols College

**Cindy Roman**

*Administrative Assistant  
Recruiting, Admissions & Student Success*

**Robert Russo**

*Visiting Assistant Professor of Information Technology  
Green Screen Room Coordinator*  
B.S.B.A., M.B.A., Nichols College

**Jessica Ryan**

*Director of Community Standards*  
B.A., Westfield State College  
M.S.O.L., Nichols College

**Leonard Samborowski**

*Associate Professor of Management  
Management Program Chair*

B.A., Bucknell University  
M.S., Command and General Staff College  
D.M., University of Phoenix

**Donald R. Sandstrom**

*Associate Director of the Physical Plant*  
B.S., University of Massachusetts Amherst

**Ronald Schachter**

*Senior Writer*  
B.A., Yale University  
M.A., Middlebury College  
Ed.M., Harvard School of Education

**Jennifer Sheehy**

*Director of Financial Aid*  
B.A., Emerson College

**Kimberly Silva**

*Assistant Professor of Accounting*  
B.S., Providence College  
M.S. Utica College

**MaryLynn Skarzenski**

*Head Women's Basketball Coach  
Assistant Athletic Director*

B.A., Nichols College  
M.S., Northeastern University

**Jamie Skowrya, CPA**

*Vice President for Business and Finance/CFO*  
B.S.B.A., M.S.A., Western New England University

**Andrew R.M. Smith**

*Assistant Professor of Sport Management & History*

B.A., Acadia University  
Ph.D., Purdue University

**Erika Cornelius Smith**

*Assistant Professor of Political Science and International Business*

B.A., Millikin University  
M.A., Eastern Illinois University  
Ph.D., Purdue University

**Jacquelyn Stevens**

*Director of Accounts Payable*  
A.S., Quinebaug Valley Community College

B.S., Eastern Connecticut State University

**Thomas M. Stewart**

*Associate Dean for Graduate Programs  
Director, Master of Business Administration*

*Assistant Professor of Leadership*  
B.S., North Adams State College  
M.B.A., Nichols College

**Darlene J. Szkutak**

*Assistant Dean  
Graduate Recruiting, Enrollment & Student Success*

B.S.B.A., M.B.A., Nichols College

**Julianne Szlyk**

*Coordinator for Communications and Operations, Admissions*

B.S.B.A., Worcester State University

**Liang Tang**

*Associate Professor of Finance and Accounting*  
B.B.A., M.B.A., University of International Business and Economics (Beijing)  
Ph.D., Temple University

**Cathy Temple**

*Assistant Professor of Business Communication*

B.S., Grand Valley State University  
M.A., Morehead State University

**Caroline Teves**

*Director of the Academic Resource Center*

B.A., Nichols College  
M.A., Duke University

**Molly Thienel**

*Director of Alumni & Parent Engagement*  
B.A., Emmanuel College - Boston

**Charles Tousignant**

*Director of Web Applications*  
A.C.S., Quinsigamond Community College

**Jennifer Townsend**

*Assistant Director of Admissions  
Head Women's Field Hockey Coach*

B.S.B.A., M.B.A., M.S.O.L., Nichols College

**Ryan Townsend**

*CRM Systems Analyst*  
B.S.B.A., M.B.A., Anna Maria College

**Christopher S. Traina**

*Head Men's Soccer Coach  
Recreation & Athletic Facility Manager*

**Mary A. Trottier**

*Associate Professor of Management  
Human Resource Management Program Chair*

A.A., Quinsigamond Community College

B.A., Rivier College

M.A., Anna Maria College

**Darcy J. Vangel**

*Director of Human Resources*  
B.B.A., Marymount University

**Susan D. Veshi**

*Assistant Vice President for Advancement*

B.A., C.W. Post College  
M.A., Fordham University  
Certificate in Paralegal Studies, Assumption College

**Maryellen Watson**

*Administrative Assistant, Athletics*  
A.A., Fischer Junior College

**Susan M. Wayman**

*Director, Office for International Engagement, PDSO*

B.A., Salem State College  
M.A., University of Texas  
M.A., Ohio University



**Catrin Weimbs**

*Conference and Events Manager*  
M.A., Ph.D., University of Bonn

**Brian Wendry**

*Visiting Assistant Professor of Sport Management*  
B.A., Ithaca College  
M.A., Iowa State University

**Luanne V. Westerling**

*Associate Dean for Business Accounting Program Chair Emerging Leaders Program Co-Chair*  
B.A., M.B.A., Assumption College

**Sarah Whalen**

*Area Coordinator*  
B.S., Norwich University

**Amanda White**

*Associate Director of Graduate Student Success & Retention/Faculty Assistant*  
B.S.N., University of St. Joseph's  
M.B.A., M.S.O.L., Nichols College

**Linda White**

*Administrative Assistant, Graduate & Professional Studies*

**FACULTY EMERITI**

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**John A. Armstrong, CPA**

*Professor of Accounting and Finance, emeritus*  
B.S., Bentley College  
M.B.A., Pace University

**Leslie H. Brooks**

*Professor of Business Law, emeritus*  
B.S., M.Ed., Worcester State College  
M.A., Assumption College  
J.D., Western New England College

**Keith H. Corkum**

*Professor of Economics, emeritus*  
B.B.A., Clark University  
M.S., University of Connecticut  
M.A., Ph.D., Lehigh University  
D.S.B.A. (hon.), Nichols College

**Lawrence D. Downs**

*Associate Professor of Marketing, emeritus*  
B.S., Rochester Institute of Technology  
M.B.A., Michigan State University  
Management Fellow, Babson College

**Thomas K. Duncan**

*Professor of Environmental Science, emeritus*  
B.A., M.S., University of Virginia  
Ph.D., Boston University

**Kurt Durrschmidt**

*Professor of Social Science, emeritus*  
Licensed & Certified Psychologist  
B.A., Seminar Marienhohe, Germany  
M.A., Andrews University  
M.A., Ph.D., Syracuse University

**Jeffrey A. Halprin**

*Professor of English, emeritus*  
B.A., Columbia University  
M.A., Ph.D., Boston University

**Patricia A. Hertzfeld, CPA**

*Associate Professor of Accounting and Finance, emerita*  
B.B.A., M.S.B.A., University of Massachusetts  
M.S.T., Bryant College

**Richard Lee Hilliard**

*Associate Professor of Management, emeritus*  
B.A., Bates College  
M.A., Trinity College

**William R. Lasher, CPA, Attorney at Law**

*Professor of Finance, emeritus*  
B.S., M.B.A., Columbia University  
M.A., Ph.D., Southern Methodist University  
J.D., New England School of Law

**Thomas C. Lelon**

*Professor of Management, emeritus*  
B.S.B.A., M.B.A., Roosevelt University  
Ph.D., The University of Chicago

**Donald F. Leonard, CPA**

*Associate Professor of Accounting, emeritus*  
B.S., Mount Saint Mary's College  
M.A., University of Connecticut  
M.S., University of New Haven

**Libba G. Moore**

*Professor of Human Resource Management, emeritus*  
Human Resource Management Certificate, Bentley College  
B.A., Ithaca College  
M.A., Ph.D., University of Massachusetts

**Louise Nordstrom**

*Professor Economics, emerita*  
A.B., M.A., Ph.D., Clark University

**Alan J. Reinhardt**

*Dean Emeritus*  
B.A., University of Pennsylvania  
M.A., Indiana University  
Ph.D., Indiana University of Pennsylvania

**Ellen I. Rosen**

*Professor of Sociology, emerita*  
B.A., Washington University  
Ph.D., City University of New York

**Thomas G. Smith**

*Professor of History, emeritus*  
B.A., State University of New York, Cortland  
M.A., Ph.D., University of Connecticut

**William L. Steglitz**

*Associate Professor of Mathematics, emeritus*  
B.S., Hobart College  
M.S., Wesleyan University  
M.B.A., Nichols College

**Karen S. Tipper**

*Professor of English, emerita*  
B.A., Mount Holyoke College  
M.A., Washington University, St. Louis  
Ph.D., University of Wisconsin, Madison  
Visiting Fellow and Member, Lucy Cavendish College, Cambridge University, UK  
Visiting Professor, University of Cambridge, UK

**Richard C. Valle**

*Professor of Environmental Science, emeritus*  
B.A., Atlantic Union College  
M.A., Walla Walla College  
Ph.D., Syracuse University

**Edward G. Warren**

*Professor of History and Government, emeritus*  
A.B., University of Pennsylvania  
M.A., Ph.D., Brown University



## Accreditations

### **New England Commission of Higher Education:**

Nichols College is accredited by the New England Commission of Higher Education (formerly the Commission on Institutions of Higher Education of the New England Association of Schools and Colleges, Inc.)

Inquiries regarding the accreditation status by the Commission should be directed to the administrative staff of the institution. Individuals may also contact:

New England Commission of Higher Education  
3 Burlington Woods Drive, Suite 100, Burlington, MA 01803-4514  
781-425-7785  
Email: [info@neche.org](mailto:info@neche.org)

### **International Assembly for Collegiate Business Education:**

Nichols College has received specialized accreditation for its business programs through the International Assembly for Collegiate Business Education (IACBE), located in Lenexa, Kansas, USA. The business program in the following degrees is accredited by the IACBE. IACBE is located at 11374 Strang Line Road in Lenexa, Kansas, USA.

- Master of Business Administration (GPS)
- Bachelor of Science in Business Administration with concentrations in the following areas: Accounting, Criminal Justice Management, Economics, Finance, Hospitality Management, Human Resource Management, Integrated Marketing Communication, International Business, Management, Retail Management, and Sport Management.

### **Commission on Sport Management Accreditation:**

The sport management degree program at Nichols College has received specialized accreditation through the Commission on Sport Management Accreditation (COSMA) located in Arlington, Virginia, USA. The sport management program in the following degree is accredited by COSMA:

- Bachelor of Science in Business Administration with a concentration in Sport Management.



## Directions to Nichols College

### Nichols College

Center Road  
Dudley, Massachusetts 01571  
[www.nichols.edu](http://www.nichols.edu)

#### From the North:

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

#### From the East & West:

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

#### From the South:

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

#### From Hartford, CT:

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

# Academic Calendar

	FALL 2019		SPRING/SUMMER 2020
16-Aug	LEAP (Leadership Early Acceptance Program) Day	2-Jan	GPS Spring Session I Begins
19-Aug	GPS Fall Session I Registration Ends	12-Jan	Residence Halls Open at Noon; Check-in
30-Aug	New Day Students Arrive; Opening & Check-in	13-Jan	GPS Spring Session I Drop ends
1-Sep	Returning Day Students Arrive; Check-in	13-Jan	Day Division Classes Begin
2-Sep	Labor Day/Day Division/UGA Classes Begin	17-Jan	Add/Drop Ends; Late Registration Ends
3-Sep	GPS Fall Session I Start Date	20-Jan	MLK Day; No Classes
6-Sep	Add/Drop Ends; Late Registration Ends (Day Div)	31-Jan	GPS Spring Session I last day to withdraw
9-Sep	GPS/UGA Fall Session I Drop Ends	17-Feb	GPS Spring Session II Registration Ends
27-Sep	GPS/UGA last day to Withdraw from Fall Session I	17-Feb	President's Day; No Classes
Sep 27 & 28	Homecoming	23-Feb	GPS Spring Session I Ends
14-Oct	Columbus Day; No Day Div Classes	28-Feb	Mid-semester Reports Due
18-Oct	Day Div Mid-semester Reports Due	2-Mar	GPS Spring Session II begins
19-Oct	Family Day	9-Mar	GPS Spring Session II Drop Ends
14-Oct	GPS Fall Session II Registration Ends	13-Mar	Spring Vacation Begins after Last Class; Residence Halls Close at 7:00
18-Oct	UGA Session I Ends	22-Mar	Residence Halls Open at Noon
20-Oct	Fall Open House	23-Mar	Classes Resume
20-Oct	GPS Fall Session I End Date	27-Mar	GPS Spring Session II last day to withdraw
22-Oct	Fall Advising Day - Day Div Abbreviated Schedule	29-Mar	President's Accepted Student Reception I
28-Oct	GPS/UGA Fall Session II Start Date	Mar 30 & 31	Day Student Registration for Fall 2020
4-Nov	GPS/UGA Fall Session II Drop Ends	31-Mar	Last Day to Withdraw Without Penalty (Day Div)
Nov 11 & 12	Day Student Registration for Spring 2020	14-Apr	Academic Awards Ceremony
12-Nov	Last Day to Withdraw Without Penalty (Day Div)	19-Apr	GPS Spring Session II ends
16-Nov	Decision Day/Junior Info Session	19-Apr	President's Accepted Student Reception II
22-Nov	GPS/UGA Fall Session II last day to withdraw	20-Apr	GPS Summer Session I Registration Ends
26-Nov	Thanksgiving Holiday Begins after Last Class; Residence Halls Close at 7:00 PM	23-Apr	Commencement Rehearsal
27-Nov	All College Offices Close at Noon	29-Apr	Day Div Classes End; Residence Halls Close at 7:00 PM
Nov 28 & 29	College Closed	Apr 29, 30, May 1	Senior Days Begin after Last Class on Wednesday
1-Dec	Residence Halls Open at Noon	1-May	Senior Reception at 5:30 PM
2-Dec	Classes Resume	2-May	Commencement at 10:00 AM
18-Dec	Classes End; Residence Halls Close at 7:00 PM	4-May	Day Div Final Grades Due
19-Dec	Snow Date for Exams (if needed)	4-May	GPS Summer Session I Begins
20-Dec	UGA Session II Ends	11-May	GPS Summer Session I Drop Ends
20-Dec	GPS Registration Spring Session I ends	29-May	GPS Summer Session I last day to withdraw
20-Dec	Final Grades Due	21-Jun	GPS Summer Session I Ends
22-Dec	GPS Fall Session II Ends	22-Jun	GPS Summer Session II Registration Ends
		6-Jul	GPS Summer Session II Begins
		13-Jul	GPS Summer Session II Drop Ends
		31-Jul	GPS Summer Session II last day to withdraw
		23-Aug	GPS Summer Session II Ends




# Nichols College


*Learn. Lead. Succeed.*


Center Road | Dudley, Massachusetts

800-470-3379 | [www.nichols.edu](http://www.nichols.edu)

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