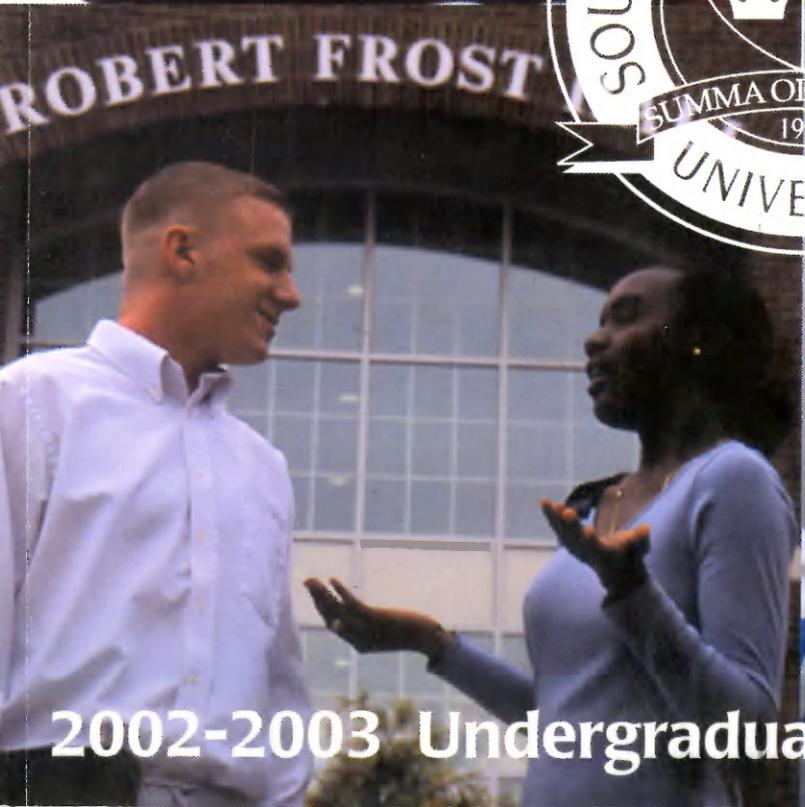


SOUTHERN NEW HAMPSHIRE UNIVERSITY



2002-2003 Undergraduate Catalog

FOR MORE INFORMATION

Undergraduate Admission Office

(800) 642-4968 or (603) 645-SNHU • FAX (603) 645-9693 • e-mail: admission@snhu.edu

Graduate Programs

(603) 644-3102 or (603) 645-SNHU • FAX (603) 644-3144 • e-mail: graduateprograms@snhu.edu

Division of Continuing Education/Distance Education

(603) 645-9789 or (603) 645-SNHU

Southern New Hampshire University

2500 North River Road • Manchester, NH 03106-1045 • (603) 668-2211 • www.snhu.edu

Southern New Hampshire University cordially welcomes campus visits and personal interviews. The Office of Admission, located in Belknap Hall, is open year-round, and staff members are available for tours and interviews Monday through Friday, 9 a.m. to 4 p.m., all year and on selected Saturday mornings during the academic year. Call the Office of Admission (603) 645-9611 or (800) 642-4968 to make specific arrangements.

Students interested in receiving financial aid should contact the Office of Financial Aid, located in Exeter Hall. Office hours are Monday through Friday, 8 a.m. to 4:30 p.m. Call (603) 645-9645 for financial aid information.

Nondiscrimination

Southern New Hampshire University does not discriminate on the basis of race, color, national origin, citizenship, religion, marital status, age, sex, sexual orientation or disability in admission to, access to, treatment in or employment in its programs and activities. The following department has been designated to handle inquiries regarding the nondiscrimination policies: Office of Human Resources, Southern New Hampshire University, 2500 North River Road, Manchester, NH 03106-1045.

Disability Access Statement

Most facilities and programs at Southern New Hampshire University are accessible to persons with disabilities. For further information on access, please contact the Office of Disability Services at: Voice: (603) 668-2211 ext. 2386, TTY: (603) 629-4671.

Family Educational Rights and Privacy Act

Southern New Hampshire University complies with the Family Educational Rights and Privacy Act (known as the "Buckley" Amendment). This act, which was passed by the Congress in 1974, protects the rights of the student in matters of access to and release of information contained in the student's records. Questions regarding this policy should be referred to the registrar.

Sexual Harassment

Southern New Hampshire University seeks to create and maintain an academic and work environment in which all members of the community are free of harassment based on gender. It is the policy of Southern New Hampshire University that no member of the community may sexually harass another. The intent of this policy is to foster responsible behavior in an environment free of discrimination. Sexual harassment is illegal as it makes the educational and working environment hostile, intimidating and offensive.

Welcome to **Southern New Hampshire** **University**

Message from the President



In this catalog, you will find descriptions of Southern New Hampshire University's undergraduate programs and courses, as well as detailed information about the university's history and mission, its services and outreach, its facilities, and an indication of the many opportunities the university provides students for involvement in athletics, student clubs and other enrichment activities.

I hope your reading will give you some insight into the characteristics that have made Southern New Hampshire University an outstanding institution - small classes; an entrepreneurial and innovative spirit; dedicated faculty who bring real-world experience to the classroom; professional programs that are nationally accredited and internationally recognized; multimedia classrooms and state-of-the art laboratories; a library with excellent holdings and electronic databases; a technologically advanced Center for Financial Studies; a radio station; a student-operated gourmet restaurant; an art gallery; a fully equipped, newly built athletic center; and an internationally diverse and ambitious student body who annually grow the numbers of our highly successful alumni.

Earning a university degree is an investment that continues to yield personal and professional benefits throughout life. I invite you to visit Southern New Hampshire University's campus, and see its vitality firsthand.

A handwritten signature in black ink, which reads "Richard A. Gustafson". The signature is written in a cursive, flowing style.

Richard A. Gustafson,
President

2002-2003 **Undergraduate Catalog**

Table of Contents

Academic Calendar	3
Southern New Hampshire University	4
Mission	4
History of the University	4
Accreditation and Membership	6
Campus	6
Academic Programs	6
Academic Support Services and Student Affairs	10
Admission	12
Freshman Admission	12
The Culinary Program Admission	12
Transfer Admission	12
Three-Year Program Admission	12
International Student Admission	13
Financial Aid	15
Southern New Hampshire University Grants and Scholarships	15
Endowed Scholarships	16
Federal and State Programs	18
Loans and Jobs	18
Tuition and Expenses	21
Undergraduate (Day)	21
Culinary Program Fees	21
Division of Continuing Education	23
Academic Support Services	24
H.A.B. & Gertrude C. Shapiro Library	24
Center for Career, Learner and Academic Support Services (CLASS)	24
Academic Advising Office	24
Career Development Office	25
Disability Services	25
Computer Resources	25
Center for Language Education	26
Special Academic Programs	28
Academic Programs	30
Minors	31
School of Business	37
School of Liberal Arts	50
School of Hospitality, Tourism and Culinary Management	60
Education Programs	68
Course Descriptions	73
Academic Standards and Regulations	120
Grades and Grading	120
Policies	121
Graduation	127
Academic Honors	129
Division of Student Affairs	130
Wellness Center	130
Athletics	131
Center for International Exchange	131
Office of Residence Life	131
Public Safety	132
Campus Ministry	132
Office of Student Organizations and Leadership	132
University Directory	134
Directions	152

Academic Calendar - Undergraduate Day School

Fall 2002 - Spring 2003

Fall

New Student Orientation	Aug. 28 - Sept. 3
Returning Student Check-in	Sept. 3
Classes Begin	Sept. 4
Mid-Term Holiday (Columbus Day Observed)	Oct. 14
Family Weekend	Oct. 25-27
Thanksgiving Recess	Nov. 27-29
Classes Resume	Dec. 2
Last Class Day	Dec. 12
Final Exams	(excluding Sunday) Dec. 13-18

Spring

New Student Orientation	Jan. 13
Returning Student Check-in	Jan. 13
Staff Meeting/Development Day	Jan. 13
Classes Begin	Jan. 14
Mid-Term Holiday	March 10-14
Classes Resume	March 17
Last Class Day	April 30
Final Exams	(excluding Sunday) May 1-6
Graduation	May 10

Fall 2003 - Spring 2004

Fall

New Student Orientation	Aug. 27 - Sept. 2
Returning Student Check-in	Sept. 2
Classes Begin	Sept. 3
Mid-Term Holiday (Columbus Day Observed)	Oct. 13
Thanksgiving Recess	Nov. 26-28
Classes Resume	Dec. 1
Last Class Day	Dec. 11
Final Exams	Dec. 12-17

Spring

New Student Orientation	Jan. 12
Returning Student Check-in	Jan. 12
Classes Begin	Jan. 13
Mid-Term Holiday	March 8 -12
Classes Resume	March 15
Last Class Day	April 28
Final Exams	April 29 -May 4
Graduation	May 8

Southern New Hampshire University



Mission

Southern New Hampshire University provides its graduates with the intellectual and social foundations which prepare them to lead fulfilling lives as competent, committed and compassionate members of a global society. As an institution dedicated to teaching, Southern New Hampshire University is accessible, innovative, and offers challenging educational experiences of high quality.

Southern New Hampshire University is a private, independent institution dedicated to teaching undergraduate and graduate academic programs of high quality and to giving personal support to its students. The university develops instructional programs which blend theory with practice, thus preparing graduates for personal growth and professional development.

Whether in business, liberal arts, teacher education, hospitality or related disciplines, the university is committed to the education of the whole person in a caring, challenging and friendly environment. So that its students may make positive contributions to society, the university acknowledges the importance of intellectual, professional and ethical development; community service; cultural involvement; and social responsibility.

The university fosters learning partnerships among students, faculty and staff. Students become actively involved in the learning process, which encompasses opportunities for community service and work experience. The university faculty includes individuals who bring practical, professional experience to the learning environment.

The university offers a diverse living and learning environment that reflects many ages, races and cultures. The multicultural, multinational community promotes mutual respect and understanding of others as an integral part of its globally oriented educational purpose.

Southern New Hampshire University leads in the development of educational programs and services which reflect the changing demands and needs of students and society, thus enabling graduates to compete in the global economy.

History of the University

Southern New Hampshire University was founded in 1932 by H.A.B. Shapiro as the New Hampshire School of Accounting and Secretarial Science. The school remained relatively small until 1961, when it was incorporated and renamed New Hampshire College of Accounting and Commerce.

The state of New Hampshire in 1963 granted the university its charter, which gave it degree-granting authority. The first associate degrees were awarded that year, and the first bachelor's degrees were conferred three years later. The college became a nonprofit institution under a board of trustees in September 1968, and the name was shortened to New Hampshire College in 1969.

The 1970s were a time of growth and change. The college moved from its downtown Manchester site to a new, 200-acre campus on the Merrimack River in 1971. In 1974, the college introduced a master of business administration program, and, in 1978, assumed human services degree programs created by Franconia College. These programs later were organized into the Graduate School of Business and the School of Human Services.

In the spring of 1981, the General Court of New Hampshire authorized New Hampshire College to award the master of human services degree and master of science degrees in business-related subjects. That same year, to accommodate the two new rapidly expanding programs, the university purchased the former Mount Saint Mary College in Hooksett.

The Culinary Institute, now the two-year Culinary Program, was established in 1983 to prepare students for careers in the hospitality field. Five years later, the School of Human Services was transferred to Springfield College in Springfield, Mass.

New Hampshire College continued to evolve throughout the 1990s. Academic programs now are offered at off-campus locations to better serve adult learners. Programs are offered in Dover, Laconia, Manchester, Nashua, Portsmouth and Salem; Brunswick, Maine; and Roosevelt Roads, Puerto Rico. We also have a campus in Dubai, United Arab Emirates.

New undergraduate liberal arts and teacher education majors were added in 1992. And our reach was extended to students all over the world when our innovative, 100-percent Internet-based Distance Education program was launched in 1995.

The campus saw a growth spurt in 1996 and 1997 with the construction of four new technologically wired buildings, including a residence hall, a new building for the Graduate School of Business, a hospitality building with cooking labs and the building that houses the Center for Language Education, the Center for International Exchange and Public Safety. All of the university's operations at the north campus were moved to the main campus.

The metamorphosis continued with the coming of the new millennium. New Hampshire College became Southern New Hampshire University on July 1, 2001. Undergraduate and graduate programs became part of the School of Business, the School of Liberal Arts, the School of Community Economic Development and the School of Hospitality, Tourism and

Culinary Management. Our new Center for Financial Studies has allowed the faculty to begin introducing finance competencies into all aspects of the curricula so our students are even better prepared for the professional and personal challenges they will face after graduation.

The impetus behind New Hampshire College's change to Southern New Hampshire University can be traced to 1998, when the graduate school began offering its first doctoral programs, in international business and community economic development.

Southern New Hampshire University now has full-time, undergraduate equivalent enrollment of 3,085 students and 1,600 graduate and 4,000 continuing and distance education enrollments. Our high percentage of enrolled international students has resulted in a cultural diversity that enriches the learning experience for all.

Today, Southern New Hampshire University offers associate degrees in culinary arts, several business-related fields and liberal arts. The university offers bachelor of science degree programs in many business fields and bachelor of arts degree programs in communication, education, English language and literature, humanities, psychology, social science, pre-law and other areas. Our competency-based, three-year bachelor of science degree program in business administration, launched in 1997, is a unique alternative for today's students.

Southern New Hampshire University's graduate offerings include master's degree programs in business administration, accounting, education, community economic development, hospitality administration, finance, information technology, international business and sport management, as well as doctoral programs in international business and community economic development.

Goals of the University

Instructors, students and administrators recognize and subscribe to the mission of the university. In addition, the undergraduate programs have the following specific, supporting goals:

- Present a quality education that enables students to enter the professional world, or that enables those already established to enhance, advance or change their careers.
- Research and teach important truths, principles, ideas, facts and performance methods, so that students can make significant contributions to their chosen fields.
- While providing a challenging course of studies, encourage students to become lifelong learners, critical thinkers and problem solvers, so that they can adapt creatively and appropriately to all situations, whether structured or unstructured.
- Help students understand themselves, society and different cultures, so that they can participate in the changing world around them.
- Encourage students to identify the personal qualities and ideals that will enable them to function ethically and responsibly in all areas of society.
- Ensure that all students learn to speak and write clearly and accurately, use computers efficiently and use libraries effectively.

To meet these goals, the faculty is committed to the art of teaching and strives to stimulate critical thought and inquiry in the classroom. Teaching is primary at Southern New Hampshire University, and the living-learning environment that exists, given the undergraduate school's significant international student body, provides the basis for intercultural and affective development of its students.

As a teaching institution, Southern New Hampshire University takes seriously the fact that not only do we learn in different ways, but that learning occurs inside and outside of the classroom and can take place only if an individual successfully integrates the intellectual, social and emotional aspects of his or her development.

Southern New Hampshire University has a strong commitment to intercultural and international education. The world has become a "global village" where events, corporations and other institutions transcend national boundaries. Higher education must reflect the interdependence of this world and recognize that its graduates will be world citizens whose careers will influence and be influenced by people, organizations and cultures beyond their countries' borders.

Southern New Hampshire University prepares its students to live in this increasingly complex world of diverse beliefs, ideologies and values. It has moved into the forefront of educational efforts to increase the exchange of ideas and experiences between the United States and other countries.

Southern New Hampshire University hosts students from 70 countries. From Thailand to Kenya, from Colombia to Denmark, from Turkey to Japan, its student body reflects the diversity of our world. The mix of foreign and domestic students has created a climate rich with opportunity for cross-cultural dialogue and exchange. The benefits of international and intercultural exchange do not show up in grades or grade-point averages; they manifest themselves in the understanding developed from the experience of learning with people from other cultures and in the network developed by alumni around the world.

Southern New Hampshire University's commitment to educational exchange is exemplified in the following areas:

Certificate and Degree Programs

- The Graduate Certificate in International Business
- The M.S. in International Community Economic Development
- The Bachelor of Applied Science in Hospitality Administration, an international training program
- The D.B.A., M.S. and B.S. programs in International Business

Support Programs

- Center for Language Education
- Center for International Exchange

Exchange and Foreign Programs

- Undergraduate programs are offered in Klang, Malaysia; Bangkok, Thailand; Mumbai and Chennai, India
- Graduate programs are offered in Dubai, UAE
- Exchange student agreements with the University of North London and the Christelijke Hogeschool Noord-Nederland
- Articulation agreements and cooperative relationships with foreign educational institutions

Southern New Hampshire University will continue to support and to recognize members of its community who strive to support its goals in international educational exchange.

Accreditation and Membership

Southern New Hampshire University is accredited by:

- New England Association of Schools and Colleges Inc., which accredits schools and colleges in the six New England states. Accreditation by the association indicates that the institution has been carefully evaluated and found to meet the standards agreed upon by qualified educators.
- Association of Collegiate Business Schools and Programs (ACBSP)
- The New Hampshire Postsecondary Education Commission
- The New Hampshire State Department of Education for Teacher Certification
- American Culinary Federation Education Institute
- North American Society for Sport Management

Southern New Hampshire University supports the efforts of secondary school officials and governing bodies to have their schools achieve regional accredited status to provide reliable assurance of the quality of the educational preparation of its applicants for admission.

Southern New Hampshire University is also:

- approved for the education of veterans and the children of veterans.
- approved for the rehabilitation training of disabled students.
- listed in the Department of Education's Education Directory, Part 3, Higher Education.

Campus

The main campus is located in the Manchester/Hooksett area of southern New Hampshire. Manchester, known as the Queen City, has a growing population of 100,000 and is hub to a wheel of progress, with industrial and business growth to its south and vacation and tourist areas to its north. Convenient interstate highways bisect Manchester's bustling perimeters; air service connects Manchester to all major cities in the United States. Southern New Hampshire University's campus borders Interstate 93 and is within an hour of Boston.

Campus facilities include 280 acres with 24 major buildings, including a new academic center, classroom/administrative buildings, a hospitality center, new residence halls, a computer center, a library complex with a TV studio, a student center with dining facilities and an athletic/recreational complex featuring two gymnasiums, a competition-size swimming pool, a newly built fitness area, athletic fields and tennis courts.

Academic Programs

Southern New Hampshire University prepares its students by offering the following major courses of study leading to the bachelor's degree:

- Accounting
- Accounting/Finance
- Advertising
- Business Administration
- Business Administration - Three-Year Degree Program
- Business Studies (with concentrations in:)
 - Accounting
 - Business Administration
 - Business Finance
 - Electronic Commerce
 - Human Resource Management
 - Information Technology
 - International Management
 - Marketing
 - Organizational Leadership
 - Production and Inventory Control
 - Program and Application Development
 - Small Business Management
 - Sport Management
 - Web Development
- Club Management
- Communication
- Convention and Event Management
- Destination Management
- Early Childhood Education
- Elementary and General Special Education
- Economics/Finance
- English Language and Literature
- Food and Beverage Management
- History (with concentrations in:)
 - American History
 - European History
 - Self-designed Theme
 - Historical Tourism
- Hospitality Administration (Applied Science)
- Hotel and Resort Management
- Humanities
- Information Technology
- International Business
- Management Advisory Services
- Marketing
- Political Science (with concentrations in:)
 - International Relations
 - American Politics
 - Public Law and Policy
- Public Relations
- Psychology
- Retailing
- Social Science
- Sport Management
- Teacher Certification Programs
 - Business
 - English
 - Marketing
 - Social Studies
- Technical Management
- Travel Management

Minors

- Accounting
- Advertising
- Arts and Humanities
- Business (for Liberal Arts majors)
- Business/Marketing Teacher Education
- Business Writing
- Club Management
- Communication
- Convention and Event Management
- Creative Writing
- Destination Management
- Economics
- Education (with a B.A. degree)
- English Language and Literature
- Environmental Studies
- Finance
- Food and Beverage Management
- Graphic Design
- History
- Hotel and Resort Management
- Information Technology
- International Business
- Marketing
- Philosophy
- Political Science
- Psychology
- Public Relations
- Sociology
- Sport Management
- Travel Management

Associate Degree Programs

In addition to its range of four-year bachelor's degree majors, Southern New Hampshire University offers two-year associate in arts and associate in science and applied science degree programs, which may be a solution for those not sure about attending a university for four years. A two-year program offers solid preparation for a job in addition to the opportunity to continue on to a bachelor's degree program. The university offers the following seven associate degree programs:

- Accounting
- Business Administration
- Culinary Arts (Applied Science)
- Fashion Merchandising
- Information Technology
- Liberal Arts
- Marketing

Certificate Programs

- Accounting
- Computer Programming
- Early Childhood Education
- Elementary and General Special Education
- Human Resource Management
- Production and Inventory Control

Distance Education

Communication options provided by the Internet offer new opportunities for quality interaction between faculty and students. The online environment is an outstanding educational delivery option for those who for various reasons are not able to attend classes at the main campus or one of our conveniently located Continuing Education centers.



Distance education provides an extremely flexible learning environment that allows students to interact with highly qualified and experienced instructors from both our main campus and locations around the world. Freedom from the boundaries of space and time is a key feature of this program, as it is designed to support faculty and students in all 24 time zones.

The program is 100-percent Web-based, although some instructors may require supplementary materials such as videotapes and textbooks. Educational materials are normally available through online ordering from the campus bookstore. Application submission, course selection and registration are also accomplished online.

Students who take distance education courses must be self-motivated and committed. Since this is neither a correspondence nor a self-study/self-paced program, students must be disciplined in their approach. Instructors facilitate the learning process, but the online method is more collaborative. This means students also learn from one another. Participation in threaded discussions, an ongoing dialogue, is a critical component of this mode of instructional delivery.

While instructors may use other means to make the class more interesting or dynamic, the tool of choice is a product called Blackboard™. Blackboard™ offers a complete suite of tools that make the environment consistent and easy to use. Prospective students should visit the Distance Education Web site at <http://de.snhu.edu> for a current link to the Blackboard™ Web site, which may be viewed to gain a basic understanding of how this product works.

To participate in Southern New Hampshire University Distance Education program, students must have a Pentium Class PC or higher with at least 32MB RAM, or a MAC or IMAC computer running system 7.5 or higher, and at least a 56K MODEM. Students must also have an Internet Service Provider. Of course, you may participate from any location that has Internet access, such as a work place or university computer lab, as long as there is no firewall. There is no preference on the type of browser used. Microsoft Office 97 or higher for the PC is recommended, and Microsoft Office 98 or higher is recommended for the MAC/IMAC.

For more information, you may call the Distance Education office at (603) 645-9766, or visit our Web site at <http://de.snhu.edu>.

The Pre-Law Program

The Pre-Law Program at Southern New Hampshire University is an instructional and mentoring program designed to implement the recommendations of the Pre-law Committee of the American Bar Association (ABA). Students in any major within the School of Liberal Arts may participate. In addition to the courses required for their majors, all students in the program must take POL 306 The American Legal System in Political Perspective and POL 316 Civil Liberties, Civil Rights and the Judicial Process. In addition, students in the program may take advantage of the services of the pre-law advisor, who is both a full-time School of Liberal Arts faculty member and a lawyer, and is available to advise students in all matters related to their preparation for law school and the practice of law. Students who complete the requirements of the Pre-Law Program may have that fact indicated on their transcripts.

Teacher Education Programs

Teaching is a most challenging and rewarding profession, as teachers contribute to present-day society and help prepare generations for the future. Teaching will provide many employment opportunities in the 21st century.

Southern New Hampshire University offers secondary teacher education programs through the School of Business and the School of Liberal Arts. The programs fall under the oversight of the University Center for Teacher Education, which is responsible for program, consistency and quality standards within the various certification programs. In addition, SNHU offers an early childhood education program and an elementary and general special education program at the undergraduate level.

Southern New Hampshire University students wishing to enroll in the teacher education program must apply and submit to a screening interview.

All teacher education students must pass the Pre-Professional Skills Test, or PRAXIS 1, a nationally standardized test in reading, writing and math, before they can be accepted for student teaching or recommended for state certification. SNHU teacher education students have a passing rate of more than 90 percent on the PRAXIS 1.

Students in English and social studies education also must pass the PRAXIS 2, a content area test, in order to be certified in New Hampshire.

While students completing SNHU's teacher education programs are recommended for certification in the state of New Hampshire, there is reciprocity with most other states in the United States. Students may be required to complete additional, specific tests or other requirements in other states.

Teacher education programs include:

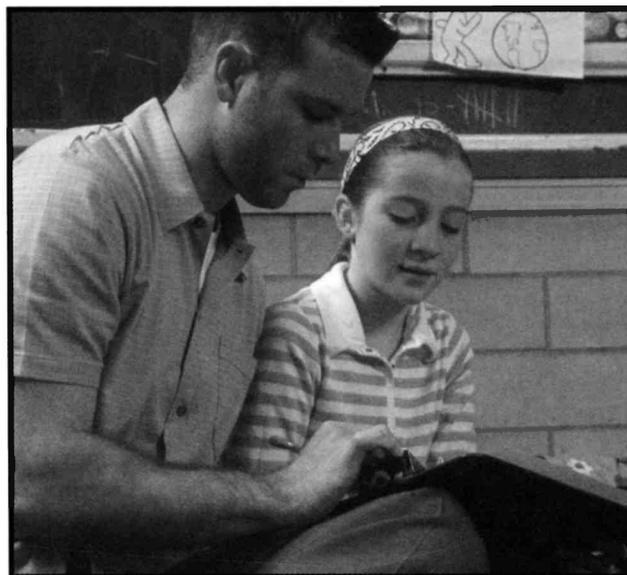
- Business Administrator (graduate only)
- Comprehensive Business Education (undergraduate and graduate)
- Comprehensive Distributive (Marketing) Education (undergraduate and graduate)
- Computer Technology Education (graduate)

- Curriculum and Instruction (graduate only)
- Early Childhood Education (undergraduate)
- Elementary Education with General Special Education (undergraduate and graduate)
- English Education (undergraduate only)
- Social Studies Education (undergraduate only)

Students who already have earned bachelor's degrees may pursue teacher certification in any of the above areas through a conversion program that includes courses students need to meet the requirements for teacher certification in New Hampshire.

Other education programs include:

- Minor in Business/Marketing Education (undergraduate only)
- Teaching English as a Foreign Language (graduate only)
- Teaching English as a Second Language (graduate only)
- Field-Based Program in Education (graduate only)
- Minor in Education (undergraduate only)



The Culinary Arts Program

Established in 1983, the Culinary Arts program is a result of the university's commitment to meet newly defined consumer and student needs in the New Hampshire area as well as the adjacent tourist locale. Students are prepared to meet the challenge of careers in the food service industry.

The two-year program, which awards the degree of associate of applied science in culinary arts, is designed to combine academic knowledge with real-world experience. Students learn and practice basic and advanced skills in food preparation and service, baking and effective cost control, menu planning, layout and work flow of kitchens, and professional equipment found in the food service industry.

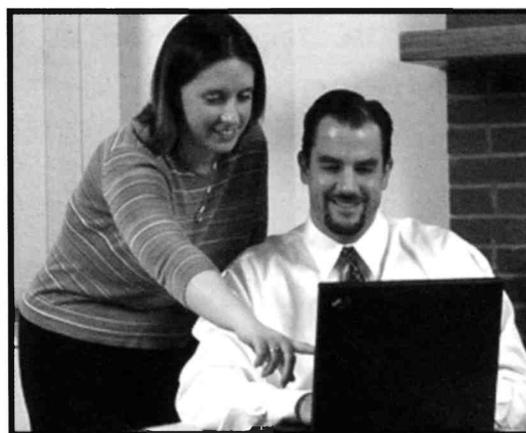
Graduate Programs

Inaugurated in 1974, the university's graduate programs have grown steadily both in size and stature. The basic orientation of combining both concept and practice have enabled development of programs of study that reflect the changing and emerging needs of contemporary businesses, on both domestic and international scales.

Southern New Hampshire University offers graduate programs through the School of Business, the School of Community Economic Development, the School of Liberal Arts and the School of Hospitality, Tourism and Culinary Management.

Southern New Hampshire University offers the following graduate degree programs:

- Master of Business Administration (M.B.A.)
- Masters of Education in:
 - Curriculum and Instruction
 - Elementary or Secondary Education with General Special Education
 - Field-based Education
 - Teaching English as a Second Language
- Masters of Science in:
 - Accounting
 - Business/Marketing Education
 - Community Economic Development
 - Community Mental Health
 - Finance
 - Hospitality Administration
 - Information Technology
 - International Business
 - Organizational Leadership
 - Teaching English as a Foreign Language
 - Sport Administration
- Graduate Certificates in:
 - Accounting
 - Advanced Study in Education
 - Artificial Intelligence/Expert Systems
 - Clinical Services (3 options)
 - Computer Technology Educator
 - Database Management and Design
 - Digital Commerce and eBusiness
 - Finance
 - Health Administration
 - Hospitality Administration
 - Human Resource Management
 - Information Technology
 - International Business
 - Marketing
 - Operations Management
 - Professional Study in Education
 - School Business Administration
 - Sport Administration
 - Taxation
 - Telecommunications and Networking
 - Training and Development
- Doctoral degrees in:
 - Community Economic Development (Ph.D.)
 - International Business (D.B.A.)



All graduate programs are designed to:

- promote students' understanding of organizations, environments and their interaction.
- help students to model and simulate organizations, environments and their interaction.
- enhance students' skills in directing and administering the affairs of organizations, based on these abilities.

Alumni of the graduate programs offer students a substantial breadth of contacts in the community, which itself provides exceptional resources for research, cooperative education opportunities and post-graduate employment.

For more information about our graduate programs, call (603) 644-3102 or write Southern New Hampshire University, Graduate Programs, 2500 North River Road, Manchester, NH 03106-1045.

Community Economic Development

The graduate programs in the School of Community Economic Development were created to provide specific technical skills in finance, management, legal structures, organizational systems, housing development, business development, cooperatives and land use for people working with community-based agencies and for groups representing the interests of low-income people in urban and rural settings.

The CED program views community development as a strategy for addressing economic problems in communities and societies faced with changing business, social and personal needs. Such development calls for social and economic activities and programs that promote total community benefit rather than individual financial gain. The program promotes community development efforts through:

- creating a network of technically competent, socially aware and politically sensitive graduates who share a common vision of community-based development strategies.
- providing quality technical support to this network and to other organizations and agencies working on community development issues in the region, the country and the world.

For more information about the CED program, call (603) 644-3103 or write to the SNHU graduate programs at the address provided above.

Academic Support Services and Student Affairs

The university recognizes that effective teaching and personal development go hand-in-hand and therefore champions academic support services and student affairs as integral parts of life in the university community.

To assist in the growth, development and academic success of its students, Southern New Hampshire University has established resources and services that enhance the learning environment and assist students in broadening their educational horizons.

Academic support services at Southern New Hampshire University include:

- Harry A. B. and Gertrude C. Shapiro Library
- Southern New Hampshire University Computer Center
- Center for Language Education
- Center for Career, Learner and Academic Support Services (CLASS)
- Academic Advising Office
- Career Development Office
- Office of Disability Services

Southern New Hampshire University student affairs services include:

- Admission (domestic and foreign)
- Athletics and Athletic Facilities
- Campus Ministry
- Center for International Exchange
- Financial Aid
- Public Safety
- Residence Life
- Student Organizations and Leadership
- Wellness Center, which offers health, counseling and educational services

In the final analysis, an institution committed to teaching is an institution that does not waiver from its goal to create a learning environment worthy of all those who become a part of it. This attempt is conscious and ongoing at Southern New Hampshire University. It is a continual process through which Southern New Hampshire University reaffirms its commitment to:

- academic excellence
- professional credibility
- social responsibility



Service To Students With Disabilities

I. The Mission and Philosophy

Southern New Hampshire University seeks to enroll students who can present evidence that they are able to successfully pursue its curricula. The university seeks students of diverse backgrounds, interests and talents. Each applicant is considered and evaluated in terms of his or her individual qualities.

II. Section 504 Compliance and ADA Compliance

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination on the basis of disability in any program or activity receiving federal assistance. Southern New Hampshire University intends to comply fully with Section 504 and with the Americans with Disabilities Act (ADA). Southern New Hampshire University's ADA/504 policy is coordinated by the ADA/504 Compliance Committee, which endeavors to ensure that reasonable accommodations are made to provide program and physical access. The university also acknowledges that learning disabilities and attention deficit disorders, as defined by Section 504, are included in this discussion of disabled individuals.

III. Self-Identification and Documentation of Disabilities

While the university makes no pre-admission inquiry about an applicant's disability, such knowledge can often be helpful in the admission process. We recognize that to disclose any disability is a personal choice that every applicant may exercise. We respect that choice; however, we encourage applicants with hidden disabilities, such as learning disabilities, emotional disabilities or chronic medical conditions, to disclose such conditions and provide us with all necessary data. It is only through self-disclosure that informed and fair decisions can be made by both the student and the university regarding the suitability of Southern New Hampshire University. This information is also useful after the student is enrolled in helping the faculty and staff provide the needed services or in referring students for appropriate services. Accommodations can be made only after the student provides the appropriate documentation. Documentation guidelines are available from the Coordinator of Disability Services.

IV. Academic Responsibility

While personal services and personal aides cannot be provided, reasonable accommodations will be arranged to aid a disabled student based on a plan to be developed by the student and the Coordinator of Disability Services. Such services may include priority registration, alternate examination conditions, auxiliary aids, and other reasonable classroom and examination accommodations. In all instances, the classroom instructor is responsible for facilitating the learning and examination process (with aid and advice from appropriate SNHU support services).

V. Grievance Procedure

Southern New Hampshire University has adopted an internal grievance procedure that provides for prompt and equitable resolution of complaints regarding any action prohibited by the Americans with Disabilities Act (ADA) and by Department of Education regulations implementing Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794). Section 504 states, in part, that "no otherwise qualified handicapped individual ... shall solely by reason of his handicap, be excluded from the participation in, be denied the benefits of, or be subject to discrimination under any program or activity receiving federal financial assistance..." Complaints should be addressed to:

ADA/504 Compliance Officer
Wellness Center
Southern New Hampshire University
2500 N. River Road
Manchester, NH 03106-1045
(603) 645-9679 or Fax (603) 645-9711

These rules will be construed to protect the substantive rights of interested persons, meet the appropriate due process standards and assure that Southern New Hampshire University complies with the ADA and Section 504 and their implementing regulations. Any of the above time frames for the university may be extended if it is determined that there are extenuating circumstances.

The grievance procedure requires the following:

1. A complaint must be filed in writing or orally, must contain the name and address of the person filing it and briefly describe the alleged violations of the regulations.
2. A complaint must be filed within 30 working days after the complainant becomes aware of the alleged violation. (Processing allegations of discrimination that occurred before this grievance procedure was in place will be considered on a case-by-case basis.)
3. The ADA/504 Compliance Officer or his or her designee will conduct an investigation, as may be appropriate, following the filing of a complaint. These rules contemplate informal but thorough investigations, affording all interested persons and their representatives, if any, an opportunity to submit evidence relevant to the complaint.
4. The ADA/504 Compliance Officer will issue written determination as to the validity of the complaint and a description of the resolution, if any, and forward a copy to the complainant no later than 15 working days after the complaint is received.
5. The ADA/504 Compliance Officer will maintain the files and records of Southern New Hampshire University relating to the complaints filed.
6. The complainant can request a reconsideration of the case in instances where he or she is dissatisfied with the resolution. The request for reconsideration should be made within 10 working days to the ADA/504 Compliance Committee, which will involve other university officials as deemed necessary.
7. The right of a person to a prompt and equitable resolution of the complaint filed hereunder will not be impaired by the person's pursuit of other remedies, such as the filing of a Section 504 or ADA complaint with the responsible federal agency or department. Using this grievance procedure is not a prerequisite to the pursuit of other remedies.

Admission

Candidates for admission to Southern New Hampshire University are evaluated individually on the basis of academic credentials and personal characteristics. Separate consideration is given to admission decisions for freshmen, transfer, culinary arts, three-year B.S., nontraditional and international applicants. Students may complete a “paper” application for admission or apply online at www.snhu.edu.

Freshman Admission

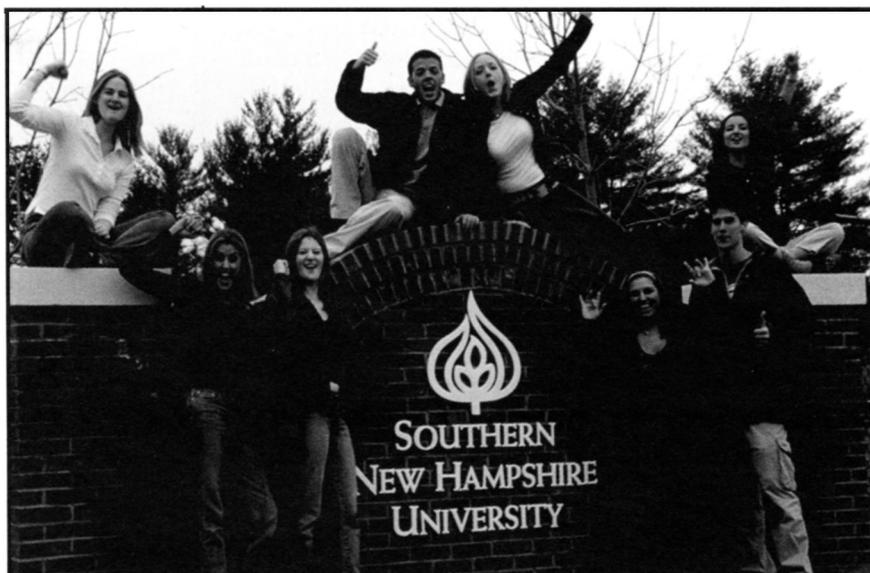
The following items are required to be submitted for consideration:

- A completed application, essay and \$25 application fee. (Fee waived for online applicants and foreign students.)
- An official high school transcript including at least first quarter senior year grades or official GED certificate with scores. (Final transcript to be submitted following high school graduation.)
- SAT or ACT scores. (These may be reported directly by the College Board or by your high school. Our College Board Code is #3649).
- A letter of recommendation from a guidance counselor or two teachers.

Culinary Arts Admission

Applicants for the Culinary Arts program should have a strong interest in the culinary field and the motivation and ability to achieve success through practical career preparation. The following items are required to be submitted for consideration as a student majoring in culinary arts:

- A completed application, essay and a \$25 application fee. (Fee waived for online applicants and foreign students.)
- An official high school transcript including at least first quarter senior year grades or official GED certificate with scores. (Final transcript to be submitted following high school graduation.)
- A letter of recommendation from a guidance counselor or two teachers.
- SAT or ACT is optional for admission, but required for academic scholarship consideration.



Transfer Admission

Transfer students are accepted at Southern New Hampshire University for enrollment beginning in either the fall or spring semester. Southern New Hampshire University recognizes the work completed at other accredited institutions and welcomes transfer applications. In reviewing applications for transfer admission, emphasis is placed on postsecondary academic work completed.

Items required to be submitted for consideration as a transfer student:

- A completed application, essay and a \$25 application fee. (Fee waived for online applicants and foreign students.)
- An official final high school transcript.
- Official transcripts from all colleges or universities previously attended.
- A supplemental transfer form listing the courses the applicant is currently enrolled in or plans to take prior to enrollment at Southern New Hampshire University.
- A letter of recommendation.
- International students should submit course descriptions and syllabi to facilitate the process of evaluating possible transfer credits.

Three-Year Program Admission

Students applying for admission to the Southern New Hampshire University three-year B.S. degree program need to submit all of the items required for freshman admission. Successful candidates generally have combined SAT scores above 1,100 and at least a “B” average in a challenging college-preparatory high school curriculum.*

Three-year degree applicants who are not offered admission to this program are automatically considered for admission into the four-year degree program.

**An interview with the three-year program director is also required and can be arranged by contacting the admission office at 800-642-4968.*

International Student Admission

A complete application for an international student requires the following:

- A completed International Student Application form. The admission form used for U.S. students is not acceptable.
- Official copies of academic records translated into English, including:
 - proof of graduation or completion of program.
 - copies of transcripts or mark sheets of all course work taken, with grades or marks for each course indicated (photocopies certified as true copies of originals are acceptable).
- proof of English proficiency or agreement to enter our full-time, intensive English as a Second Language (ESL) program. Southern New Hampshire University provides conditional admission for students needing ESL prior to entering a degree program.
- documentation of financial support. Applicants must complete the Certification of Financial Support in the application as well as submit documentation that funds are available. A demonstrated level of support not only for actual tuition and room and board, but also for living expenses, pocket money, books, etc., is necessary.

Personal Interviews and Campus Tours

Personal interviews and campus tours are strongly recommended. A campus visit will help any student become familiar with the university and receive personal assistance with the admission process. The Admission Office is open year-round. Tours and interviews are conducted Monday through Friday, 9 a.m. to 4 p.m., and on selected Saturday mornings during the academic year. Open houses are held for prospective students and guests in October, November, April, July and August. Appointments for interviews and/or tours may be arranged by calling the Admission Office at 800- 642-4968 or (603) 645-9611.

Rolling Admission

Most students apply under the rolling admission plan, in which applications are reviewed throughout the year. It is recommended, however, that candidates for freshman admission apply prior to March 15 for the fall term and before Dec. 1 for the spring term. Transfer applicants are encouraged to apply by June 15 for the fall term and by Dec. 1 for the spring. Applicants can usually expect to receive an admission decision within 30 days from receipt of their completed application.



Early Action

The early action option is for freshmen applicants who wish to receive the earliest possible response regarding their admission to Southern New Hampshire University. Evaluation of early action applicants is based on academic work through the junior year of high school. Applications may be submitted during the summer prior to the senior year or in the early fall of the senior year, before Nov. 15. Early action applicants will either be accepted within 30 days or requested to submit first quarter senior year grades. Early action, unlike “early decision,” does not require an early commitment to enroll or restrict the student from applying to other colleges or universities.

Admission Assessment

Occasionally, after reviewing a completed application, the admission committee requests additional information on a student’s academic skills before making a decision. Applicants who fit this profile usually are invited to campus to participate in what we call admission assessment. Assessment consists of about a half-day visit to the campus, during which the student participates in academic skill tests in reading, writing and mathematics. Decisions are generally given within one week of the assessment date.

Admission of Nontraditional-Age Students

Southern New Hampshire University encourages high school graduates of all ages to pursue university studies during the day, evening or through distance education. Those interested in taking courses in the evening may enroll through the Division of Continuing Education. Those interested in taking courses during the day enroll by contacting the Admission Office. In the admission process for nontraditional-age applicants, additional consideration is given for life and work experiences. Standardized tests (SAT or ACT) are not required of applicants for day admission who have been away from formal education for five or more years and are not required of any applicant for continuing education or distance education.

Transfer Credit Evaluation Process

Transfer students receive official transfer credit evaluations with their letters of acceptance. The credit evaluation lists all courses that transfer into the student's degree program so that the student knows exactly the courses needed to complete his or her bachelor's degree. Credits for courses in which the applicant earned a grade of "C" or better, and which fit the student's degree program, are generally transferable. Grades of "C-" will be transferred for credit if the grade-point average of all transferred courses is 2.0 or better. In most cases, transfer applicants with associate degrees from accredited institutions are granted junior (upper division) standing. A maximum of 90 credits may be transferred toward a bachelor's degree and 30 credits may be applied to an associate degree. Grades earned in courses taken at other institutions are not considered in the calculation of the student's grade-point average at Southern New Hampshire University. Transfer students are expected to meet all graduation requirements of Southern New Hampshire University. (See Graduation Requirements section in the University Policies chapter.)

Articulation Agreements

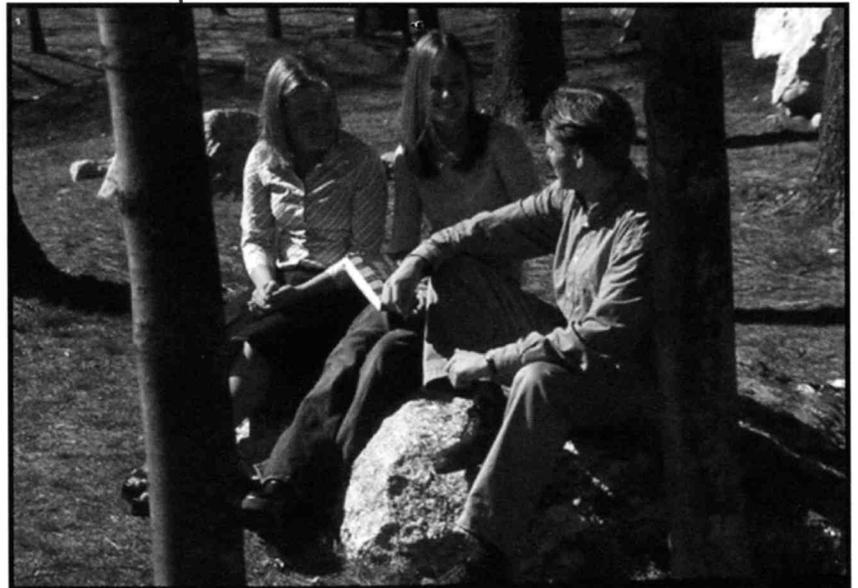
Southern New Hampshire University continues to establish and update articulation agreements with accredited two-year colleges. Articulation agreements and course equivalency guides identify the courses that are transferable from a two-year college to Southern New Hampshire University. Students who complete an associate degree (or equivalent) in a program covered by an articulation agreement shall have all passing courses accepted for transfer credit, as specified in the articulation agreement.

Credit for Life Experience

Southern New Hampshire University recognizes that many students possess knowledge and skills that may deserve recognition through the awarding of university credits. The university has adopted an advanced placement system that allows students to be granted university credit through a variety of methods.

Through the advanced placement program, credits are granted for the demonstration of proficiency in prescribed sets of competencies at a level acceptable in one of the university's educational programs. The credits must fit into the degree requirements of the program at Southern New Hampshire University chosen by the applicant.

Students beginning at Southern New Hampshire University should review with an advisor the various methods of earning credit toward graduation for previous formal and informal educational experiences.



Internal Transfer

Students currently enrolled in any of the Southern New Hampshire University continuing education programs who wish to enroll in the undergraduate day program must file an internal transfer application with the Admission Office. Students will be evaluated on their academic performance in their current programs. Being admitted to another Southern New Hampshire University program does not guarantee acceptance to an undergraduate day program. If a student is enrolled as a culinary student and will not finish this degree, but wishes to change his or her major, he or she must complete a change of major form in the Student Administrative Services (SAS) office.

Financial Aid

Southern New Hampshire University provides several types of financial assistance to help students and their families meet the cost of a university education. More than \$27 million was awarded to our students in amounts ranging from \$500 to the full amount of educational costs during the 2001-2002 academic year.

Student aid programs administered by Southern New Hampshire University come from federal, state, institutional and private sources. A coordinated scholarship and assistance program includes three basic types of aid - gift, loan and work. The different types of assistance can be awarded singly, but it is the university's usual practice to award these types in various combinations called financial aid packages. All scholarship and assistance programs are subject to prevailing federal and state regulations. Compliance with these regulations is the responsibility of the student and the aid administrators and is a condition of the student's eligibility to receive assistance.

The Financial Aid Application Process

Students who wish to apply for any type of need-based assistance, including loans, grants and work-study, must complete the Free Application for Federal Student Aid (FAFSA). The Southern New Hampshire University code is 002580. The FAFSA can be completed electronically at www.fafsa.ed.gov. Paper applications can be obtained in the Financial Aid Office, public libraries and high schools. Returning students are typically mailed a renewal PIN by the Department of Education. You may use this number to complete your FAFSA online, or you may complete a blank FAFSA. Students may also obtain a PIN at www.pin.ed.gov. Awards are made for one academic year, which includes terms starting on or after July 1. Students must reapply for financial aid each year.

New students' financial aid applications are considered for aid eligibility following admission into the university. Priority will be given to completed applications received by March 15 from new freshmen and returning undergraduate students, and by June 15 from transfer and graduate students. Students who submit applications after these dates will receive all federal and state funds that they are eligible to receive, and will receive institutional aid as funds permit.

Normal processing time for the FAFSA is approximately four weeks. Students striving to meet the priority dates are advised to keep the processing time in mind. Mid-year transfer students must ensure that loans processed at other institutions are adjusted by their previous schools to reflect their actual enrollment end dates at those schools. Please contact the financial aid office of your previous school to have them update this information with your lender.

Southern New Hampshire University Grants and Scholarships

Southern New Hampshire University need-based grants are available for full-time undergraduate day students. Awards range from \$500 to \$10,000 annually.

Alumni Academic Scholarship

The Academic Scholarship is awarded to full-time undergraduate day students based on their academic records in high school or college. To be eligible, students must be admitted prior to the financial aid priority dates, which are March 15 for freshmen and June 15 for transfer students. Students selected for an Academic Scholarship will be notified at the time of admission and may receive additional types of financial assistance based on financial need. Individual scholarship amounts vary and are renewable each year based on the maintenance of a 3.0 cumulative grade-point average (CGPA).

Presidential Scholarship

Presidential Scholarships are offered on a selective basis to up to 25 new, full-time undergraduate day students. Activities and leadership are considered in addition to academic records. The Presidential Scholarship is renewable based on the maintenance of a minimum 3.0 cumulative grade-point average.

Alumni Commuter Grant

The Southern New Hampshire University Alumni Commuter Grant program is designed to assist New Hampshire residents who plan to commute to Southern New Hampshire University undergraduate and culinary day programs on a full-time basis. Applicants must be U.S. citizens. Scholarships are \$2,000 per academic year for undergraduate day students. New students will be notified of their alumni commuter grants at the time of acceptance until the financial aid priority dates, which are March 15 for freshmen and June 15 for transfer students.

Sibling Grant

The Southern New Hampshire University Sibling Grant consists of \$2,500 per academic year for the second student from one family attending Southern New Hampshire University concurrently on a full-time basis.

Alumni Family Scholarship

The Alumni Family Scholarship, in the amount of \$500 per year, is awarded to dependent children of alumni, including graduates of any associate, bachelor's or master's degree program at Southern New Hampshire University.

Athletic Scholarship Program

Athletic scholarships are available to outstanding athletes in men's and women's basketball, men's and women's soccer, women's softball, women's volleyball and men's and women's cross-country. Scholarship amounts vary. Information regarding these scholarships can be obtained by contacting the appropriate coach in the Southern New Hampshire University Athletic Department at (603) 645-9604.

Resident Assistant Scholarship Program

The Resident Assistant Scholarship Program awards work scholarships to students who are chosen for positions as resident assistants in the dorms, apartments and townhouses on the university campus. The program is limited to full-time upper-class students who have cumulative grade-point averages of at least 2.0. Applications are processed by the Office of Residence Life.

Future Business Leaders of America Scholarship

Southern New Hampshire University awards one Future Business Leaders of America Scholarship in the amount of \$1,000 each year to the student chosen by the State FBLA Group as the Southern New Hampshire University recipient. Applications are available to any freshman and are judged based on letters to the State FBLA Group.

DECA Scholarship

Southern New Hampshire University awards one DECA Scholarship of \$1,000 each year to the student chosen by the State DECA Group as the Southern New Hampshire University recipient. Applications are available to any freshman and are judged on the highest point total in the participatory, competency-based competition at the New Hampshire DECA Career Development Conference.

Southern New Hampshire University also awards up to 21 scholarships of \$1,000 each annually to students selected by the DECA advisor of each DECA chapter in the state of New Hampshire. Students may contact their DECA advisor or the Southern New Hampshire University Admission Office for information.

VICA Scholarship

Southern New Hampshire University awards a \$1,000 VICA Scholarship to any new student who places first, second or third in a VICA state or national culinary arts competition at any time during high school. The award is renewable for each year of attendance at Southern New Hampshire University. Students must ensure that official notification of the VICA award is submitted to the Admission Office. Notifications received after March 15 do not guarantee the scholarship for the following year.

Phi Theta Kappa Transfer Scholarship

An unlimited number of \$5,000 scholarships for resident students and \$4,500 for commuters are awarded to Phi Theta Kappa graduates of a two-year associate degree program who enroll as full-time undergraduate day students. Students must apply by June 15 for fall admission and Dec. 15 for spring admission. A 3.0 cumulative grade-point average is required for the scholarship to be renewed. This scholarship may not be combined with non-Phi Theta Kappa scholarships.

Phi Theta Kappa graduates of SNHU associate degree programs are eligible for \$1,000 Phi Theta Kappa scholarships when they continue their educations by entering into bachelor's degree programs as full-time day students.

Robert E. Plourde Scholarship

The university funds a number of scholarships each year in the memory of Robert E. Plourde in recognition of his many years of service to the university. Plourde Scholarships are designated for high school graduates from the Pembroke and Suncook, N.H., areas, and are based on financial need and academic excellence or promise.

Endowed Scholarships

The following endowed scholarships are awarded to returning students who best meet the listed eligibility requirements. Separate applications for these scholarships are not required unless specified by the Financial Aid Office.

Gertrude C. Shapiro Scholarship

The Gertrude C. Shapiro Scholarship was established as a gift to the university by Gertrude C. Shapiro to assist women from the state of Maine as they pursue undergraduate studies at Southern New Hampshire University.

William S. Green Scholarship

This fund was established in honor of William S. Green, charter member of the Southern New Hampshire University board of trustees and chancellor emeritus. Scholarships from this fund are designated for juniors or seniors who have maintained cumulative grade-point averages of 3.0 or better and have conducted themselves in a manner that has both served and brought credit to the university. Financial need is also a factor in determining recipients of this scholarship.

Teloian Scholarship Fund

George Teloian, professor emeritus of accounting, has made provisions for an endowment fund in his name. Scholarships are awarded to juniors and seniors majoring in accounting or management advisory services. Awards are based on academic achievement in the accounting major, overall record, excellence in involvement in university life, activities and financial need.

Hector Boiardi Scholarship

The Hector Boiardi Foundation has made provisions for an endowed scholarship to be awarded to a junior or senior in the School of Hospitality, Tourism and Culinary Management. Scholarships are awarded to culinary arts graduates who are continuing their studies in a hospitality-related baccalaureate program at Southern New Hampshire University. Awards are based on academic achievement in culinary arts, overall academic record (minimum 3.0 GPA), involvement in curricular and co-curricular activities and financial need. Students must apply for this award by April 1 and be accepted into an undergraduate program to be considered for this scholarship.

Hospitality Center Scholarship

The School of Hospitality, Tourism and Culinary Management contributes gratuity proceeds from the Hospitality Center Restaurant to fund endowed scholarship awards for students enrolled in the Culinary Arts program. Scholarships are awarded to culinary arts majors (in the culinary or baking track) for the second year of the associate degree program. Awards are based on academic achievement in culinary arts, overall academic record, involvement in curricular and co-curricular activities and financial need. Students must apply for this award by April 1.

Phi Delta Psi Fraternity Scholarship

The Southern New Hampshire University Alumni Association and the Phi Delta Psi Fraternity have raised money to support this scholarship program. Consideration is given to students who are members of the Zeta Beta Tau/Phi Delta Psi Fraternity.

Kappa Delta Phi National Fraternity Scholarship

The Southern New Hampshire University Alumni Association and the Kappa Delta Phi National Fraternity have raised money to support a scholarship program. Consideration is given to students who are members of the Kappa Delta Phi National Fraternity.

Frank and Eleanor Barnes Alumni Scholarship

Established in honor of Frank and Eleanor Barnes, Southern New Hampshire University information technology professors, this scholarship is available to assist students majoring in information technology or management advisory services.

Edward Nassar Memorial Scholarship

In memory of Edward Nassar, a former student at Southern New Hampshire University, the Southern New Hampshire University Alumni Association has created a scholarship fund designed to provide assistance to deserving, needy Southern New Hampshire University students. Preference is given to veterans of the armed forces and/or their dependents.

Women's Faculty Scholarship

The Southern New Hampshire University Women's Faculty Scholarship was created by the university's women faculty to acknowledge and support Southern New Hampshire University students who demonstrate an ongoing commitment to human and environmental rights, economic justice, gender equity and community service. Each year, two undergraduate scholarship awards and one graduate scholarship award are provided to returning students who best represent those values. New students are not eligible. Recipients are selected based upon academic record, commitment to human rights and financial need. Undergraduate candidates must apply for this award by May 15; graduate candidates must apply by July 15.

Ronald L. Woodward Memorial Scholarship

The Ronald L. Woodward Memorial Scholarship was created in honor of a former Southern New Hampshire University student for students from upstate New York. Funding for this scholarship is provided through the Southern New Hampshire University Alumni Association and the greater Rochester/Buffalo, N.Y., area chapter.

Scott Caswell Memorial Scholarship

Scott Caswell died in 1987 in an unfortunate accident. Friends created the Scott Caswell Memorial Scholarship Fund. Scholarships are for juniors or seniors who are enrolled in computer-related majors who have a minimum grade-point average of 3.0. Recipients must be residents of New Hampshire.

Kappa Chi Scholarship Fund

The Kappa Chi Scholarship Fund supports students who are sisters of the Kappa Chi sorority.

Tony Lambert Memorial Fund

The Tony Lambert Memorial Fund was established by the Lambert family to support retailing and management majors.

Veterans Fund

This fund is designed to benefit dependents of veterans of the armed forces.

Federal and State Programs

Selection Criteria

Southern New Hampshire University participates in Federal Title IV student aid programs and utilizes the required federal methodology for determining student eligibility for federally funded assistance.

For dependent students, an estimate of the parents' contribution toward education expenses is made based on their income and assets. Taxes, medical expenses and other family liabilities also are taken into account. The student's income and assets are considered in estimating the total family resources that may be utilized to meet the cost of education. For independent applicants, an estimate of the student or family contribution is made based on the income and assets of the student or his or her spouse. Taxes and other liabilities are taken into consideration in the formula.

The difference between a student's cost of education and the estimated family contribution and support received from sources outside the university is the student's demonstrated financial need. The Financial Aid Office attempts to fund demonstrated need through a combination of available financial aid sources.

All information submitted in support of an applicant's aid request is held in strict confidence, though the data is subject to verification through the Internal Revenue Service. The university reserves the right and recognizes the responsibility to cancel awards and re-bill the student and/or parents in cases where awards were authorized on the basis of incorrect or incomplete information.

Federal Pell Grant

Federal Pell Grants range from \$400 to \$4,000 per year. Applicants must be enrolled in a baccalaureate or associate degree program and not already have obtained a baccalaureate degree. Student eligibility and grant amounts are determined by the U.S. Department of Education but vary with enrollment status and program of study.

Federal Supplemental Educational Opportunity Grant (FSEOG)

The FSEOG is a campus-based federal grant program with awards ranging from \$200 to \$1,600 per year, depending on demonstrated need and availability of funds. Grants are awarded to students with exceptional financial need, and typically to students receiving Federal Pell Grants.

State Student Incentive Grant (SSIG)

New Hampshire has a reciprocal agreement with Maine, Vermont, Massachusetts, Rhode Island, Connecticut and Pennsylvania through which residents of those states may be eligible for state aid for attendance at a postsecondary institution in New Hampshire. New Hampshire also has an incentive grant program for its residents. The state agency in your state can provide eligibility requirements.

Governor's Success Grant

The Governor's Success Grant program provides assistance to full-time undergraduate students from New Hampshire who have completed 30 credits. The state of New Hampshire provides funds with a matching contribution from Southern New Hampshire University. Funds are not awarded or disbursed until the middle of the spring semester.

Loans and Jobs

Federal Perkins Loan Program

The Perkins Student Loan Program is a long-term, low-interest educational loan program administered by the university through a revolving fund comprised of contributions from the federal government, previous borrowers and the university. The maximum annual loan amounts are \$2,200 for undergraduate students. Loans are based on financial need, and the current interest rate when in repayment is 5 percent.

Federal Stafford Loans

To determine eligibility for this federally regulated loan, the student must file the FAFSA and have completed a Federal Stafford Loan Master Promissory Note. Only a university financial aid office can determine the student's eligibility based on the cost and financial need at the particular university. Maximum loans for undergraduates are \$2,625 for students who have fewer than 30 credits, \$3,500 for students who have at least 30 credits but fewer than 60 credits and \$5,500 for students who have 60 or more credits.

A Master Promissory Note is a renewable serial loan note that must be completed for your first Stafford Loan at SNHU. In succeeding years, additional funds may be added to this note by its lender after the student has applied for financial aid through the FAFSA process and accepted a Stafford Loan award offered by the Financial Aid Office by returning an award notification. A Stafford Loan will be processed for the amount listed on the award notification or a lower amount if indicated in writing by the student. Written notifications of loan approvals will continue to be mailed to the student by the lender.

The Federal Stafford Loan program offers both subsidized and unsubsidized loans. For students who qualify for a subsidized loan, the federal government pays the interest on the loan ("subsidizes" the loan) until repayment begins and during authorized deferment periods thereafter.

An unsubsidized loan is not awarded on the basis of financial need; however, a student must complete the financial aid application process, and the Financial Aid Office must determine whether or not a student is eligible for need-based aid before awarding an unsubsidized Stafford Loan. Interest begins to accrue immediately once the loan proceeds have been disbursed. The student can then choose to pay the interest or allow it to accumulate. If the student chooses to let the interest accumulate, it will be capitalized (added to the principal amount) and will increase the amount the student must repay.

The current interest rate, established by the federal government, varies but will not exceed 8.25 percent. No repayment of interest or principal is required on either subsidized or unsubsidized Stafford loans until six months after the student graduates or withdraws from the university.

Additional terms and limitations are printed on the Master Promissory Note.

G.A.P. (Stafford) Loans

The New Hampshire Higher Education Assistance Foundation has established the G.A.P. program to assist New Hampshire residents and out-of-state students attending New Hampshire colleges or universities. The NHHEAF will process a loan through a bank in New Hampshire for those students the university has determined to be totally or partially eligible for the federally subsidized Stafford Loan but who have been denied loans by lenders of their choice.

Federal PLUS Loans

Parent Loans for Undergraduate Students (PLUS) is a program designed to provide assistance to parents who wish to borrow money to help pay for their dependent child's education. The maximum loan amount is equal to the total cost of attendance minus the amount of financial assistance received by the student. Repayment of principal and interest begins immediately with minimum monthly payments of \$50 plus interest. Repayment may be spread over 10 years. The university Financial Aid Office determines eligibility based upon federal need analysis procedures; the lender determines credit worthiness. A Free Application for Federal Student Aid (FAFSA) must be on file to receive a PLUS Loan.

Alternative Loans for Parents and Students

There are several alternative loan programs available for parents and students. These programs should be explored only after Stafford and PLUS loan eligibility has been exhausted. Please contact the Financial Aid Office for more information.

Federal Work Study Program (FWSP)

The Federal Work Study Program is an employment program funded by the federal government and the university. It allows students with financial need to work on or off campus and receive an hourly wage. Currently no job is paid at a rate of less than \$5.15 per hour. The Financial Aid Office will assist students in locating employment; however, neither employment nor earnings are guaranteed. Typical jobs are found in the library, cafeteria, department offices, gymnasium and in maintenance. Off-campus community service positions are available at several local nonprofit organizations. Please inquire with the Financial Aid Office or review our Web site for up-to-date employment opportunities.

Southern New Hampshire University Student Part-time Payroll

In addition to the University Work Study Program, Southern New Hampshire University maintains a student part-time payroll. Pay periods, pay rates and job duties are the same as with the Work Study Program; however, there is no total earnings ceiling per academic year.

Off-campus Employment

Manchester is New Hampshire's Queen City and the population center of the state. Part-time, non-work-study employment opportunities also exist in the local area and, although not part of the university's aid program, earnings from such sources can contribute significantly toward meeting university costs. The university's Career Development Office coordinates information concerning these opportunities and acts as a liaison with local employers.

Outside Assistance

All students are encouraged to seek assistance from sources outside the university in addition to applying for aid through the Financial Aid Office. Students should consider such local programs as Dollars for Scholars and service clubs. Guidance counselors may be able to provide information concerning available reference material.

Outside assistance must be reported to the Financial Aid Office and may necessitate a revision to an existing financial aid award.

Veterans Benefits

Southern New Hampshire University is approved for the education of veterans and the children of veterans. Questions regarding benefits for veterans should be directed to the Registrar's Office. Each new veteran should submit:

- a) an application for admission.
- b) a registration form for the next term.
- c) an official high school transcript or copy of GED test scores.
- d) official university transcripts, if any.
- e) a copy of DD-214 and any service school data.
- f) the necessary Veterans Association paperwork.

Veterans enrolling under the G.I. Bill for the first time may experience a delay of up to two months before they receive their first checks. Veterans should contact the Veterans Affairs Office if no check has been received by the seventh week of a term.

If a veteran student is transferring directly from another school where he or she had been using VA benefits, the student should ensure that the other school promptly notifies the VA of his or her effective date of termination.

Students must notify the registrar of any past university credits that are transferable to Southern New Hampshire University. If, after two terms, the veteran does not supply the required official transcripts of past studies, he or she will be certified only for the cost of courses. In the Division of Continuing Education, two courses per eight-week term constitute a full-time academic load and qualify the veteran for full-time benefits.

New veteran students should matriculate immediately and select their degree programs. Because of VA regulations pertaining to certifications, a non-matriculated student will not be certified for educational benefits after two terms of attendance.

Veteran students who take courses that are not applicable to or not required for their chosen degrees will not be certified to the VA for those courses. In order to maintain full-time status, veterans may take courses outside their majors only in the last term before graduating.

The VA requires strict compliance with a number of other regulations, including maintenance of satisfactory academic progress and notification of any status changes, such as withdrawal from a course. It is the veteran's responsibility to be aware of all VA regulations that affect his or her educational program.

Standards of Satisfactory Academic Progress for Financial Aid

Academic progress will be determined by the Financial Aid Office based upon the information contained on the student's academic transcript as of the date of the review. A student must meet both of the following standards in order to continue to receive financial assistance.

Quantitative Measure

A student must have successfully completed at least 75 percent of all the credits he or she has attempted at Southern New Hampshire University during the entire period of enrollment. Total credits earned divided by total credits attempted equals the percentage.

- a. For the purposes of financial aid, a student may attempt a maximum number of credit hours based on his or her program of study, inclusive of remedial and non-degree courses, less the total number of credits accepted for transfer from other institutions.
 1. Associate degree candidates may attempt a maximum of 90 credits.
 2. Bachelor's degree candidates may attempt a maximum of 180 credits.
 3. Graduate degree candidates may attempt a maximum of eight years of study in a specific graduate degree program.
- b. Credits attempted are those for which the student has enrolled as of the end of the add/drop registration period.
- c. Successful completion is defined as the assignment of a passing grade to the courses attempted and equates to the number of credits earned. Failure, withdrawal, incomplete or other designations to the courses attempted are not considered successful completion.
- d. Courses that are repeated will be counted in the calculation of credits attempted and will be counted as credits earned when the student receives a passing grade.

Qualitative Measure

Students enrolled in undergraduate degree programs must maintain a minimum cumulative grade-point average of 2.0 on a 4.0 scale. Students enrolled in graduate degree programs must maintain a minimum cumulative GPA of 3.0 on a 4.0 scale.

Review

Individual student records will be reviewed based on evaluation periods that correspond with each student's academic program:

- Undergraduate students will be reviewed once a year.
- Graduate students in the community economic development program will be reviewed three times a year.
- All other graduate students will be reviewed twice a year.

Enforcement

Failure to meet either the qualitative or quantitative standard will result in the student being placed on financial aid probation or warning until the next evaluation period. The student still will be allowed to receive financial aid during the probation period.

A student whose academic record meets both standards at the end of the probation period will have his or her academic eligibility for future financial aid reinstated. If a student still does not meet both standards, his or her eligibility for financial aid will be suspended.

A student whose aid eligibility has been suspended has 10 days to appeal the suspension in writing to the Financial Aid Appeals Committee. The suspension may be appealed based on undue hardship, such as student illness or injury or the death of a relative. The student must show that the hardship that created the poor academic performance has been resolved and should not impede academic success in the future. In some cases, supporting documentation may also be required.

Standards for Satisfactory Academic Progress for Financial Aid

	Minimum Cumulative G.P.A.	Cumulative Completion Rate	Maximum Time or Credits	Evaluation Period
Associate Degree	2.0	75%	90 credits	yearly
Bachelor's Degree	2.0	75%	180 credits	yearly
Graduate	3.0	75%	8 years	Sept., March
CED	3.0	75%	8 years	Sept., Jan., May

Tuition and Expenses

2002-2003 Costs Undergraduate School (Day)

	Per Semester	Annually
Tuition	\$8,688	\$17,376
Summer class/non-matriculated rate		\$606/course
Housing		
Dormitory - double	\$2,209	\$4,418
Dormitory - single (all)	\$3,163	\$6,326
Apartment with four beds	\$2,615	\$5,230
Apartment with six beds	\$2,332	\$4,664
Townhouse	\$3,074	\$6,148
Washington/New Castle Hall - double	\$2,550	\$5,100
Meal Plans		
Dormitory		
Freshmen & new residents	\$1,120	\$2,240
Others		
Plan 1	\$1,120	\$2,240
Plan 2	\$820	\$1,640
Apartment & Townhouse		
Options		
Plan 3	\$665	\$1,330
Plan 4	\$465	\$930
Credit Overload		costs will vary
Health Insurance (Domestic) (payable with first semester charges)		\$130 per year
Orientation (new students in fall)		\$115
Orientation (new students in spring)		\$30
Late Payment Fee	\$100 each occurrence	
Student Activities Fee	\$140 per semester	
Auto Registration Fee (plus \$5 each additional sticker)	\$35 per year	
Transcript Fee (first unofficial transcript is free)		\$5 each
Graduation Fee		\$85
Duplicate Diploma Fee		\$25
Deposits:		
Domestic Day Undergraduate Tuition Deposit		\$100
Housing deposit		\$100
Security deposit		\$100

If you plan to enroll in fewer than 12 credit hours, please inquire about per-credit-hour charges by special arrangement.

Culinary Fees

Culinary students must purchase a uniform and set of knives. Students are subject to additional university fees applicable to full-time day students, including health insurance, graduation fee, cooperative education fee and others.

Deposit Policy

Following acceptance to Southern New Hampshire University, students need to confirm their intention to enroll by submitting a deposit as listed below. Deposits for new and readmitted students are requested by and payable to the Admission Office.

- Commuter students: \$100 deposit, which is credited to the student's account.
- Resident students: \$300 deposit, of which \$200 is credited to the student's account and \$100 is held as a security deposit.

Housing Security Deposit

A housing security deposit is required of all students residing in university housing. The deposit is refunded when the student no longer resides on campus. The student's account is charged for any damages as they occur and the student is required to pay for the damages in order to maintain the deposit at \$100.

Admission Deposit Refund Policy

September admission: The deposit is fully refundable up to May 1. After May 1, deposits are not refundable. January admission: Deposits are not refundable. Requests for refunds must be submitted in writing to the director of admission.

Returning Student Refund Policy

A maximum of \$100 is non-refundable. See section regarding Withdrawal from Southern New Hampshire University.

Payment of University Bills

Full payment of tuition and fees or participation in the TMS payment plan is required by the semester's payment due date. Any account not paid in full by the semester's payment due date will be assessed a late payment fee of \$100 and his or her class schedule may be dropped. Fall semester charges are due by July 24, 2002. Spring semester charges are due by Dec. 13, 2002.

The net balance due on a student account consists of tuition and fees less the net amount of financial aid to be posted. Balances, which result from unpaid financial aid (for any reason), are the student's responsibility to pay. All students must sign a promissory note agreeing to the terms and conditions as set forth by Southern New Hampshire University.

Student financial accounts must be settled in one of the following ways:

- A. Paid in full and received by the Student Administrative Services offices before the semester's payment due date (cash, check, money order, VISA, Discover and MasterCard accepted.) or:

B. Enrolled in the contracted payment plan offered through Tuition Management Services (TMS). Participation is defined as TMS having received the first payment and enrollment fee before the semester's payment due date. TMS is an independent payment plan company that is authorized by Southern New Hampshire University to make payment contracts and receipt payments on the university's behalf. There is an enrollment fee to open a contract. Contact TMS directly to open a contract (1-800-722-4867). Finance charges will not accrue on your student account provided your payment contract is in good standing. You will be responsible to make any necessary adjustments to your payment contract in order to settle your account in full with SNHU.

Other payment information:

- Finance charges at the rate of 18 percent per annum on the outstanding balance will be charged to all students except those on active-duty military and those covered under a direct-billing arrangement.
- Students who are completely covered under a direct-billing sponsorship arrangement are not required to make any initial payment to SNHU as the sponsor will be direct-billed.
- International students or domestic resident undergraduate students who switch to continuing education (CE) status will be charged a \$130 per-term fee to cover the cost of campus services.
- Students receiving financial aid may use such funds to make required payments. Transcripts and diplomas will be withheld from any student with an outstanding balance.
- Students failing to pay their bills for the previous term within a 30-day window each will be assessed a \$50 penalty charge. Students who are no longer enrolled at Southern New Hampshire University and have balances each will be charged a late fee of \$50. If a payment plan is not established, the account will be placed with a collection agency. If this happens, the student's account will be assessed an additional 25 percent and the debt will be placed in the student's credit file. Any student who has a former collections account must pay up-front for future classes.

For additional information, contact the Student Administrative Services office.

Refund Policy

Students who withdraw from the university (see Withdrawal from Southern New Hampshire University) will be entitled to a refund according to the policy listed below that applies to their situations. This policy is also applicable to part-time undergraduate day school students.

Students receiving Federal Title IV Financial Aid (Federal Stafford, Plus, Perkins loans and Federal Pell or SEOG grants):

Students who withdraw before they have attended 60 percent of any particular academic term may need to have a portion of the federal financial aid canceled. These funds would then be returned to the lender (for loans) or to the U.S.

Department of Education (for federal grants). The percentage of federal financial aid "earned" (allowed to keep) is based on the amount of time a student attends in that term and is calculated using the Federal Return to Title IV funds formula provided by the U.S. Department of Education.

If a student withdraws after they have attended 60 percent of an academic term, they have earned 100 percent of the aid awarded for that term and there is no cancellation of aid. In some instances, if a student has taken a credit refund from financial aid funds and then withdraws, these funds may need to be paid back to federal aid sources. The Financial Aid Office will make notifications in writing if this occurs.

Institutional financial aid may also be canceled during the withdrawal process based on adjustments to charges and federal financial aid.

Students will have all refunds processed within 30 days of the notification of withdrawal. Southern New Hampshire University complies with all federal refund requirements.

Tuition, fees, room and board are canceled/reduced based on the following schedule for standard day school students:
Tuition and Room charges:

- 100 percent refund before the first day of class.
- 90 percent refund through the first 10 percent of the term.
- 50 percent refund from 10 to 25 percent of the term.
- 25 percent refund from 25 percent of the term through 50 percent of the term.
- No refund after the 50 percent of the term has elapsed.

Fees: No refund after the first day of class for student activity fees.

Board (meals): Calculated based upon actual usage and earned administrative fees.

Non-matriculated Part-time Students

Southern New Hampshire University provides limited opportunities for residents of the greater Manchester area to enroll as special students on a part-time basis in its undergraduate day programs, including the culinary program.

Non-matriculated part-time students may enroll for up to six credit hours in a semester, not to exceed nine credit hours per academic year or more than 12 credit hours in total. Enrollment is on a space-available basis. Contact the undergraduate admission office for more information. The tuition rate is shown on the tuition and expenses table.

Credit Overload

A student who wants to take more than 18 credit hours in a single semester, including all day and continuing education credits, must receive permission to take these extra credit hours from the appropriate school dean. Credit hours for courses from which the student withdraws are included in his or her total number of credit hours.

A student will be required to pay for each credit hour he or she takes in excess of 18 credit hours in one semester. All Southern New Hampshire University tuition and fees are subject to change at any time by action of the board of trustees.

Division of Continuing Education

The purpose of the Division of Continuing Education at Southern New Hampshire University is to make available to adults university-level courses of study that are designed to improve their positions in their current fields of employment or to help them acquire the skills and knowledge necessary to pursue new careers.

Through the Division of Continuing Education, Southern New Hampshire University is able to be a school for working people. Our course selections, schedules, curricula and methods of instruction are designed with the adult working population in mind.

Convenience and accessibility are the keys to the division's success. With eight locations in New Hampshire, Maine and Puerto Rico, we are near our students. Our class schedules, with classes held evenings, weekends and weekdays in some centers, are designed for working adults. Through our Distance Education program, students can access their courses at any time that is convenient for them. Courses offered through continuing education contain the same content and maintain the same high standards as courses offered in the traditional day format.

Continuing education terms are generally eight weeks in length with six terms per year. A student who enrolls in two courses per term can complete a certificate program in one year, an associate degree program in two years and a bachelor's degree program in just four years.

In many cases, the adult learner can receive credit for acquired skills and knowledge obtained through previous life experience by way of national tests such as CLEP or DANTES or by creation of a portfolio. This can enable the adult student to achieve a degree even more quickly.

Southern New Hampshire University is proud of its success in continuing education. We have been a leader in this field and will continue to emphasize academic excellence and individual achievement.

The variety of degree programs, course offerings and schedules is published in our Continuing Education Bulletin. For more information, contact one of the following continuing education centers:



In New Hampshire:

Dover Center

23 Cataract Rd., Dover, NH 03820
(603) 740-8516 • dover@snhu.edu

Laconia Center

2 Airport Road, Gilford, NH 03249
(603) 524-3527 or 524-3554 • laconia@snhu.edu

Manchester Center

2500 North River Road, Manchester, NH 03106-1045
(603) 645-9624 • manchester@snhu.edu

Nashua Center

546 Amherst Street, Nashua, NH 03063
(603) 881-8393 • nashua@snhu.edu

Portsmouth Center

150 Greenleaf Ave., Unit 4, Portsmouth, NH 03801-5393
(603) 436-2831 • portsmouth@snhu.edu

Salem Center

19A Keewaydin Drive, Salem, NH 03079
(603) 893-9600 • salem@snhu.edu

In Maine:

Brunswick Center

1000 Burbank Ave., Naval Air Station,
Brunswick, ME 04011
(207) 725-6486 • brunswick@snhu.edu

In Puerto Rico:

Roosevelt Roads Center

PSC 1008, Box 3602, FPA AA 34051-3602
(787) 865-8598 • rooseveltrds@snhu.edu

Worldwide:

Distance Education Center

2500 North River Road, Manchester, NH 03106-1045
de@snhu.edu

Academic Support Services

Harry A. B. and Gertrude C. Shapiro Library

The Harry A. B. and Gertrude C. Shapiro Library serves as the primary information resource center for students, faculty and staff at Southern New Hampshire University. Its mission is to support the curricula and the comprehensive intellectual climate at Southern New Hampshire University. The constantly expanding collection contains more than 80,000 books, 619 paper periodical subscriptions, access to 10,000 online periodicals (most available in full-text) and 12,000 company financial and annual reports. The library collections are developed to support the university's business, liberal arts, and hospitality and tourism curricula at all levels. Strong core holdings in management, administration, finance, nonprofit management, international business and economic development were selected and enhanced over time. The library includes federal, state and United Nations documents, including international organization publications and special reports.

The library online gateway can be accessed from the university Web pages (www.snhu.edu/library.html). An online catalog of library collections can be accessed from anywhere in the world via the Internet. Subscriptions to more than 30 online information providers, CD-ROMs from private publishers and the U.S. government and Interlibrary resource sharing services are also available.

The library operates on the premise that its constituents will reach a higher intellectual plateau as a direct result of their encounters with library resources and library personnel. Library staff members constantly strive to expand the depth of the library's offerings and the ability of students and faculty to access its total complement of resources, regardless of their geographic locations. Staff members provide an atmosphere in which study and research can take place and in which students from diverse cultures and backgrounds receive support and encouragement.

The Shapiro Library features:

- 16 networked computers with Internet access and four computers dedicated to the online catalog.
- a computerized training room with 28 networked computers, an instructor's computer and overhead projection, video, television and satellite downlink.
- several conference rooms for individual and group study.
- a quiet study area.
- study carrels with connections for laptop computers.
- photocopy and microform machines.
- seating for 147 (including a quiet area and group study rooms).
- a curriculum library.
- an art gallery spotlighting New England artists.

A strong, dynamic bibliographic instruction program provides orientation and training for all students. Working closely with department faculty, librarians design appropriate library instruction and electronic information sessions, literature, research strategies and exercises. Classes are held in the Library Training Room and may be introductory or tailored to specific subjects and disciplines.

Audio Visual Center

The Audio Visual Center includes a listening room where its library of compact discs, cassettes and video programs can be reviewed by students and faculty. A variety of A/V equipment is circulated from the center for classroom instruction. Computer-generated transparencies are produced by students and faculty with assistance from audio-visual personnel.

Center for Career, Learner and Academic Support Services (CLASS)

Success in academic matters stems from partnerships between students and faculty members. Students who are willing to learn will find our academic support services a valuable part of that teaching-learning partnership.

The Center for Career, Learner and Academic Support Services (CLASS) brings together the academic advising, career development and disability services offices to provide coordinated assistance to students as they work to become independent learners and to succeed academically and in their chosen careers.

Academic support services are available at no additional cost to all SNHU students. Students who want to achieve better academic and career results are welcome to discuss their needs with their instructors and a member of the center staff.

Academic Advising Office

Advising is a service that is provided to all students enrolled at Southern New Hampshire University. Freshmen are assigned a special freshman advisor to help them with the transition to university life and to address the situations that all first-year students encounter. All freshmen are required to enroll in the Freshman Experience Seminar (FEX 100), which is taught by their advisors. Freshmen who have questions about advising should consult with their advisors or the Academic Advising Office located in the Center for Career, Learner and Academic Support Services (CLASS).

After the first year, students are assigned advisors from the school from which they have selected their majors. Program coordinators/department chairpersons and the Academic Advising Office coordinate the assignments. Students electing not to declare majors will be assigned advisors in the Academic Advising Office. Advising office services are available to all students, and particular attention is given to the "undeclared" students. Services include academic counseling, education and career planning, peer tutoring and mentoring, study skills instruction and workshops to help students develop academic survival skills.

Supplemental Labs

Recognizing the individual needs and abilities of our students, Southern New Hampshire University offers the opportunity to enroll in courses with supplemental labs. Supplemental labs are designed to provide structured support for challenging courses. The supplemental labs are led by faculty members and peer tutors and are offered in several courses that students often find to be difficult. While a typical course meets for three hours each week, courses with supplemental labs meet for four hours a week. This additional hour of supplemental instruction provides students with the opportunity to:

- develop effective study strategies and organizational skills to better understand the course subject.
- review and discuss assignments and material presented in class.
- organize and meet in course-specific study groups.
- review for quizzes, tests and exams.
- review skills needed to write correctly and effectively.
- become more independent learners.

Inquiries about placement in courses with supplemental labs should be directed to the Admission Office.

Career Development Office

The Career Development Office assists students with life and career planning during and after their college careers. Career planning and development is critical for today's college students, who will be seeking career opportunities in an increasingly competitive job market. Career Development Office services fall into two primary areas: cooperative education and career planning.

Cooperative Education

Students in most majors at Southern New Hampshire University have the option of participating in cooperative education experiences, or co-ops. This "earn-and-learn" program supplies credits toward degrees and integrates classroom study with related on-the-job work experiences, some of which are paid positions. These opportunities bridge the gap between textbook theory and the actual practices of the work world and allow students to test their career choices. All students are encouraged to build co-op options into their academic programs, as they form the basis for enhanced career opportunities after graduation.

Southern New Hampshire University offers co-op experiences in three, six and 12 credit-hour blocks for most majors. Each co-op experience must be approved by a member of the university faculty and requires the completion of written assignments. Co-op experiences are coordinated and supervised by the Career Development Office in consultation with faculty and students and take place in all regions of the United States. When cooperative education experiences are taken during the academic semester, they may be integrated with regular classroom work. However, students often elect to do their co-op experiences during the summer months, allowing them to concentrate on full-time work for an extended period of time. There is a tuition fee for cooperative education that is based on the number of credit hours.

The Career Development Office maintains a working relationship with local, regional, national and international employers. Students also develop contacts who will help them and the university create new options.

Career Planning

Because deciding on a career is a systematic process that requires time and planning, the Career Development Office offers a developmental plan for undergraduates. Making effective career decisions requires careful self-assessment and investigation of career options.

The Career Development Office's professional staff offers workshops and one-on-one counseling year-round, from freshman year to beyond graduation. Career assessment inventories challenge career objectives and values that relate to personal goals and lifestyles. Traditional job search assistance is offered and contacts are made with representatives of business, government and industry to recruit employees on and off of campus. The office's career library contains materials on trends, job-hunting techniques and employment opportunities. An employer database, a computerized career decision-making program and Internet job searching also are available.

An early partnership with the Career Development Office will help students prepare to enter the work force.

Office of Disability Services

The Office of Disability Services coordinates accommodations and services for students with documented physical, emotional and learning disabilities. The office's staff works closely with faculty, staff and the ADA/504 compliance committee to ensure that reasonable accommodations are made to provide program and facilities access to individuals with disabilities.

Inquiries and questions about services for students with disabilities should be directed to the Admission Office. Additional information pertaining to students with disabilities can be found in the introductory section of this catalog.

Southern New Hampshire University Computer Resources

Southern New Hampshire University provides student computer laboratories at all campus locations. These facilities contain industry-standard microcomputers with a suite of Microsoft Windows-compatible software. Each student facility has a functioning network that provides file- and print-sharing services as well as full access to the Internet. This Internet access provides students with electronic mail, file transfer and remote log-on capabilities and full World Wide Web access. All SNHU students receive e-mail addresses and all residence hall rooms have high-speed Internet connections (one connection per resident).

The university's graduate business programs are supported by a cluster of networked personal computers with all the standard features and capabilities mentioned previously. In addition, an advanced student computing laboratory contains state-of-the-art computing and networking facilities which are utilized in support of the master of science degree in information technology.

In a manner less visible to students but equally important, the Department of Computing Resources serves as the hub of the university's many administrative functions, supporting hardware and software used to assist SNHU in such administrative operations as producing grade reports, transcripts, paychecks and so forth. A network of more than 100 computers reaching every university campus provides access to the university's administrative computing system to provide this support. Faculty can also access the university's administrative computing system for specific computing requirements.

Center For Language Education

The Center for Language Education is responsible for some foreign language classes, a master of science degree program in Teaching English as a Foreign Language, a master of education degree in Teaching English as a Second Language, and various programs in English as a second language, including year-round intensive English course work. The goals of the intensive ESL program are to equip international students with the language and culture skills that will enable them to successfully enter and complete academic programs at Southern New Hampshire University or other colleges and universities in the United States.

A variety of proven instructional methods are used to meet individual needs and instructional goals. An essential aspect of CLE's program is its theme-based curriculum. Carefully coordinated skill areas of listening, reading, writing, speaking and structure focus around topics of general interest. The fall semester includes such topics as study skills, business management, occupational knowledge and marketing; the spring semester topics are human rights, sports, health, business communications, criminal justice and the environment; summer topics include travel and tourism, consumer economics and United States history.

Frequent field trips and access to community resources address students' academic, career and personal development needs. The CLE staff believes that the uniqueness of its program lies in the emphasis on close teacher-student relationships and structured interaction with professional men and women who live and work in the Manchester community.

Small class sizes (limited to 12 students) and appropriate levels ensure individualized learning. Students cooperate in peer tutoring, counseling and multilevel group work. Video programming and activities are an integral part of the program. Computer-assisted instruction is also provided in a state-of-the-art language lab.

Specially trained and experienced instructors guide each student through a progression of linguistic and analytical activities. A comprehensive library of audiocassettes and listening texts is available. Advanced-level students are permitted to take courses for degree credit in the university's Division of Continuing Education.

Curriculum (IEP: Intensive Program)

The Intensive English as a Second Language program is a full-time program with a minimum of 20 hours of language instruction and guidance. Students are tested and assigned to one of four levels: low intermediate, intermediate, high intermediate and advanced. At the end of each semester, students are given the TOEFL exam, among other tests, and are evaluated as to their progress, attendance, participation and readiness for academic work at the university or university level. Mandatory individual teacher-student conferences are scheduled at mid-semester as well as the end of each semester. IEP course work is available for credit (three credits per semester, with a maximum of six credits) as well as not for credit.

Skill Sections

Listening Comprehension: Levels 2-5

This section develops basic skills in discriminative listening. Through carefully structured practice, students improve their ability to extract meaning from spoken English sentences. They learn to pay attention to grammatical relationships within the flow of natural spoken English. The complexity of the material increases as students move from one level to the next.

Reading and Writing: Levels 2-5

The reading and writing sections address the difficulties that pre-university and university ESL students generally experience when reading unsimplified material for information. As much as possible, real-life reading materials are used at all levels. Emphasis is placed on context reading and word analysis. Punctuation is studied in order to interpret complex sentences accurately. Scanning and skimming practice is developed as a reading skill. In the writing segment, students learn how to analyze and organize thoughts and information, to outline and to form paragraphs. They also learn to develop a topic, to make and support points, to compare and contrast and to show causal relationships. The complexity of the material increases as the student progresses to the next higher level.

Culture Studies: Levels 2-5

The complexity of the material becomes increasingly demanding linguistically as the student moves from low intermediate to advanced levels. This segment focuses on cross-cultural awareness and sensitivity while giving students an opportunity to use the target language and develop new vocabulary. In addition to the structured cross-cultural activities, study skills are reviewed and students are introduced to libraries and research skills and to student rules in American colleges and universities.

Structure: Levels 2-5

Students study the grammar of the English language and review and drill various structures in traditional and communicative activities.

Requirements for Completion

It is impossible to predict how many terms a student will need to acquire fluency, to meet the English proficiency requirements of Southern New Hampshire University or to pass the TOEFL exam. Students at the lowest level must recognize that they may require up to three full semesters or more before undertaking a full-time degree program.

Students who have demonstrated satisfactory acquisition of skills for each level will be promoted to a higher level either at mid-semester or at the end of a semester. Students who have completed the advanced ESL course and have been accepted into the undergraduate school are placed into English 070, a pre-freshman course consisting of nine hours of ESL reading, writing and study skills, along with two courses from the core curriculum of the undergraduate school. Conditionally accepted graduate school students who have completed the advanced-level ESL course and who have TOEFL scores of 500 or better (173 on computer-based TOEFL), are placed in graduate language studies, an English language support program for international graduate students and two courses in the graduate school. The focus of the graduate language studies course is business writing, analysis of case studies and oral communication for business presentations.

Admission Procedures

Admission to the intensive program is open to anyone 17 years or older who has completed secondary school and who has already acquired low-intermediate level English proficiency (approximately 370-400 TOEFL scores, or 70-97 CBT). Applicants must complete an application and international applicants must also give evidence of financial support. New students apply to the ESL program through the Office of International Admission. Returning students are registered by the CLE director. Admission to ESL does not constitute admission to a degree program at Southern New Hampshire University.

Academic Calendar and Fees for ESL

Term	Tuition	Fees	Room/Board	Insurance
Fall Terms:				
Sept. 4-Oct. 18, 2002 (7 weeks)	\$1,792	\$63	\$1,835	\$144
Oct. 21-Dec. 13, 2002 (8 weeks)	\$2,048	\$72	\$1,835	\$216
Spring Terms:				
Jan. 14-March 7, 2003 (8 weeks)	\$2,048	\$72	\$1,835	\$216
March 17-May 9, 2003 (8 weeks)	\$2,048	\$72	\$1,835	\$216
Summer Terms:				
May 12-June 27, 2003 (7 weeks)	\$1,792	\$63	\$1,190	\$144
June 30-Aug. 15, 2003 (7 weeks)	\$1,792	\$63	\$1,190	\$144
ENG 070 (must be enrolled as an undergraduate student at SNHU)				
Sept. 4-Dec. 12, 2002	\$1,926		\$3,670	\$288
Jan. 14-April 30, 2003	\$1,926		\$3,670	\$360
May 12-June 20, 2003 (intensive session)	\$1,926		\$1,100	\$144

Please note the following: Room and board prices vary according to the type chosen. Other costs may apply. See the section on Tuition and Expenses or contact the CLE director. Athletic Usage Fee (not required) allows full use of swimming pool and other athletic facilities. Cost is \$25 per month or \$120 for six months.

Special Academic Programs

The Honors Program

The Southern New Hampshire University Honors Program is a student-run program dedicated to creating an environment in which especially motivated students are offered an atmosphere where academic excellence is expected, where a challenging curriculum fosters independent thinking in the company of like-minded individuals, and where participants are encouraged to demonstrate integrity, fine character and honorable behavior. Honors students are encouraged to be actively involved in their own educations.

The Honors curriculum, comprising a minimum of 20 percent of the student's course work, consists of eight courses made up of three kinds of experiences: Honors Courses taught in a seminar environment with approximately 15 students, Honors Modules attached to regular university courses, and two mandatory program courses, HON 201 and HON 401.

The Honors Program curriculum is adaptable to each student's individual needs and interests and will work with virtually any undergraduate program offered at Southern New Hampshire University. Honors students are also offered opportunities for trips, conferences, participation in the Model United Nations in New York, special programs, volunteerism, retreats and other enriching activities.

In addition to the academic requirements, there are two other program components: character and service. Southern New Hampshire University Honors Program participants are expected to maintain a high level of integrity of character and to endeavor to hold high moral and ethical standards. Students in the Honors Program are also required to offer service to the program and to the university as a whole by participating in various Honors committees and campus organizations.

Generally, applicants should have combined SAT I scores of at least 1,000 (new scaling), high school GPA's of 3.2 or better, outstanding entrance essays, and evidence of interest in learning, character development and service. Students usually enter the program at the beginning of their freshmen years, but transfer students may also be accepted if they have fewer than 60 transfer credits. Current Southern New Hampshire University freshmen and sophomores are also accepted for entrance into the next year's Honors class on a space-available basis.

Once accepted into the program, students must maintain a 3.0 GPA in every semester as well as grades of "B" in all Honors experiences. Currently, students in all majors are eligible, with the exception of the two-year culinary program and the three-year accelerated program. For information and an application, contact the director of the Honors Program, Dr. Julianne Cooper, at (603) 668-2211, ext. 9798.

Accelerated Mathematics Sequence

Students who are selected for participation are provided with a mathematics curriculum that is substantially more challenging than that which is required by the university core. In order to receive distinction in mathematics, courses prescribed by the following list must be successfully completed at Southern New Hampshire University with a grade of "B" or better.

MAT 150 Honors Finite Mathematics	3 credits
MAT 250 Honors Statistics	3 credits
MAT 151 Honors Applied Calculus	3 credits
or	
MAT 320 Discrete Mathematics	

Southern New Hampshire University Study Abroad

University of North London

A valuable opportunity for international learning is provided for juniors and seniors who meet the academic requirements for study at the University of North London in London, England, during the fall or spring terms of the academic year. One of the largest universities in the United Kingdom, the University of North London offers a wide range of courses in the humanities, social sciences, business and science.

Situated in central London, the University of North London offers students access to London's many cultural and historical opportunities. Students enjoy apartment living in central London, which allows considerable freedom and responsibility. The apartments have fully equipped kitchens, allowing students to prepare their own meals. Extensive travel opportunities are also available to students participating in the program.

The program is open to juniors and seniors with GPAs of 2.25 or better. Students take courses along with their British counterparts and are graded on written papers submitted for each course. Because of the varied curriculums of Southern New Hampshire University and North London, no guarantee can be made that certain course requirements associated with a particular major at Southern New Hampshire University will be satisfied at the university. Students planning to participate in the London program should use their free electives for this purpose. For details, contact James Kuras, coordinator of study abroad programs.

Southern New Hampshire University Overseas Centers

Klang Center, located outside Kuala Lumpur, Malaysia
Bangkok Center, located in Bangkok, Thailand
Mumbai Center, located in Mumbai (Bombay), India
Dubai Center, located in Dubai, United Arab Emirates
Southern New Hampshire University has entered into an agreement with schools in the above-mentioned locations whereby we offer a full SNHU bachelor's degree. SNHU has full academic control over these programs taught by local fac-

ulty and approved by the vice president of academic affairs. All students in these programs are considered fully matriculated SNHU students. There is full transferability between any and all of these centers. Manchester students wishing to spend a semester at any one of these centers will pay SNHU tuition and receive a round-trip economy air ticket to the center. Contact Dr. Steven Harvey, director of international admission, for more details.

Christelijke Hogeschool Noord-Nederland Leeuwarden, The Netherlands

Students opting for a semester abroad can choose the Christelijke Hogeschool Noord-Nederland (CHN) in Leeuwarden Netherlands. Leeuwarden is located in the northern part of the Netherlands, approximately a two-and-a-half-hour drive from Amsterdam. CHN has a student population of 4,500. Students live in apartments close to campus and can walk or bicycle to classes.

Students majoring in retailing, hospitality management, international business and other business disciplines can study in a progressive, module-based learning environment. Rather than completing five courses per semester, typical at Southern New Hampshire University, students take three six-week modules. Modules are intense learning experiences based on Problem Based Learning (PBL) methods. Instruction is in English, but students benefit from a European perspective. Options for international cooperative education programs (internships) are available. Under the present agreement, only two students can attend CHN each semester. Students should apply early for admission to the Netherlands program. Contact Professor Lynda Gamans Poloian at (603) 668-2211, ext. 3181, for details.

Student Exchange Courses

Southern New Hampshire University students are eligible to take courses at New Hampshire College and University Council- (NHCUC) member institutions during the regular academic year. Courses must be approved in advance by the registrar and are subject to available space. Courses completed at other institutions under the program are recorded on SNHU transcripts and grades are computed into the SNHU average. Colleges and universities participating in this program in addition to Southern New Hampshire University are Colby-Sawyer College, Daniel Webster College, Franklin Pierce College, Keene State College, New England College, Plymouth State College, Rivier College, St. Anselm College, the University of New Hampshire and the University of New Hampshire, Manchester.

Students involved in the exchange program are subject to the rules, regulations and restrictions in both the home and visited institutions. Students should, therefore, seek the counsel of the exchange representative, the SNHU registrar, prior to enrolling in such courses.

Spectrum

Spectrum is a series of special programs, held at various times throughout the academic year, designed to create greater stu-

dent awareness of contemporary issues in the humanities and the arts. Students are encouraged to attend the series of programs. Individual faculty members may require attendance at certain events and may integrate lecture material into their classes. The overriding purpose of the Spectrum Series is to provide for student enrichment outside of the classroom.

Army and Air Force Reserve Officers Training Corps

The Army and Air Force offer Reserve Officer Training Corps (ROTC) programs leading to a commission as a second lieutenant in their respective services. Both programs are open to men and women. Students in either ROTC program may pursue any university curriculum that leads to a baccalaureate or higher degree.

Two-, three- and four-year programs are available. The four-year program is open to freshmen and to transfer students who began ROTC at another institution. In addition to on-campus ROTC course requirements, students must attend an officer-preparatory training session for six weeks during the summer between their junior and senior years.

ROTC is open to all students pursuing baccalaureate degrees who have a minimum of two academic years or more remaining within their degree programs. Entering freshmen may pre-register for Military Science 413 Introduction to ROTC (Army ROTC) or AERO 415 The Foundations of the USAF I (Air Force ROTC). Courses consist of classroom instruction combined with a leadership laboratory and are held at the University of New Hampshire in Durham. Sophomores desiring to enter ROTC should check with either the Army or Air Force enrollment advisers located in Zais Hall at the University of New Hampshire.

Two-year ROTC programs are open to students who have two academic years of study remaining at the university. Applicants for the two-year program must attend a six-week training session during the summer immediately before entering into ROTC, prior to their junior years.

Students in Air Force ROTC are required to take a math-reasoning course from a list approved by the professor of aerospace studies as part of the curriculum.

ROTC Scholarships

The Army and the Air Force offer ROTC scholarships. Entering freshmen may compete for four-year scholarships during the last year of high school. Students in the four-year and two-year ROTC programs compete for scholarships to cover the cost of their remaining academic years. Scholarships cover full tuition, all mandatory university fees and required textbooks for all courses. Limits may be placed on these scholarships depending upon the type and amount of expenses incurred. All scholarship recipients also receive a tax-free \$200 monthly subsistence allowance.

More specific information about ROTC scholarships and programs may be obtained by contacting the professor of military science (Army ROTC) at (603) 862-1078 or the professor of aerospace studies (Air Force ROTC) at (603) 862-1480.

Academic Programs

The Undergraduate Curriculum

Southern New Hampshire University believes that undergraduate students should receive a broad education in the liberal arts and intense practice in oral and written communication in order to succeed.

Recognizing that successful leaders must be able to view problems from a variety of perspectives, the university mandates that all students complete courses in writing, the fine arts, the social sciences, mathematics, science and public speaking. First-year students must take the Freshman Experience Seminar. Students who wish to further augment their learning may choose to take more advanced general education courses as free electives.

Some students may be required to take ENG 101 Fundamentals of Writing and MAT 050 Fundamentals of Algebra in addition to the 48 credits listed below.

All students who must begin the English sequence with ENG 101 should speak with their advisors about how the course will fit into their academic program schedules.

The B.A./B.S. Core

(Courses are 3 credits unless otherwise indicated)

ECO	201	Microeconomics
ECO	202	Macroeconomics
ENG	120	College Composition I
ENG	121	College Composition II
ENG	212	Public Speaking

Choose one of the following four:

POL	109	Introduction to Politics
POL	210	American Politics
PSY	108	Introduction to Psychology
SOC	112	Introduction to Sociology

IT	100	Introduction to Information Technology
MAT	120	Finite Mathematics
MAT	220	Statistics
FAS		Fine Arts Elective
HIS		History Elective
LIT		Literature Elective
PHL		Philosophy Elective
SCI		Science Elective
		Elective (ATH, POL, PSY, SOC or GEO)

Total Credits: 45

FEX 100 Freshman Experience Seminar (Required of freshmen with 15 or fewer credits.)

Substitution of B.A./B.S. Core Courses

With the exception of IT 100, ECO 201 and ECO 202, course substitutions for university core courses require the approval of the dean of the School of Liberal Arts. Course substitutions for IT 100, ECO 201 and ECO 202 are approved by the dean of the School of Business.

School Cores

Each school has a set of courses that students in that school are required to take. Business majors take the business core, liberal arts majors take the liberal arts core and hospitality and tourism management majors take the hospitality and tourism management core. Education majors in any school take the education core. Students who complete their programs of study with the business or hospitality cores receive bachelor of science (B.S.) degrees. Those who complete their programs with the liberal arts core receive bachelor of arts (B.A.) degrees. Business teacher education majors also receive B.S. degrees; English and social studies teacher education majors receive B.A. degrees.

Major Courses

Each university program requires that students select a specific related major and take courses worth up to 33 credits in that major. The record of the university alumnus' success in specialized areas results in major course offerings that provide students the knowledge and skills to enter focused careers upon graduation. Some of the major credits may be designated for a cooperative education experience. The credit-bearing cooperative education program allows students to apply the theories and practice the skills learned in the classroom in an actual work experience.

Allied Courses and Free Electives

Bachelor's degree students will have an opportunity to select free electives that they and their advisors believe best meet their individual needs. Some students may select courses that comprise a minor area of studies, while others may use some of their elective credits for cooperative education experiences. Still others may opt to take additional advanced courses in areas of business or the liberal arts. Some majors require that students take allied courses outside of their major areas to provide them with a stronger foundation for their chosen careers.

Special Options: The Pre-MBA Program

The Pre-MBA Program combines the following courses (or course equivalents) to fulfill all the requirements for entrance into the master of business administration program at Southern New Hampshire University.

(Courses are 3 credits unless otherwise indicated)

ACC	101	Introduction to Accounting and Financial Reporting I
ACC	102	Introduction to Accounting and Financial Reporting II
ADB	206	Business Law I
ECO	201	Microeconomics
ECO	202	Macroeconomics
IT	100	Introduction to Information Technology
MAT	120*	Finite Mathematics
MAT	121	Mathematical Concepts and Techniques for Business
MAT	220	Statistics

* Students may substitute MAT 150 Honors Finite Mathematics for MAT 120.

Minors

A group of courses taken within one discipline that is different from a student's major is considered a minor. The minor must include a minimum of 15 credits, including at least 12 credits beyond the core curriculum. At least 50 percent of these credits must be taken at Southern New Hampshire University. (Courses are 3 credits unless otherwise indicated.)

Minor in Accounting

A student may declare a minor in accounting by successfully completing all of the following courses, including a minimum of four courses at Southern New Hampshire University.

Required Courses

ACC	101	Introduction to Accounting and Financial Reporting I
ACC	102	Introduction to Accounting and Financial Reporting II
ACC	203	Intermediate Accounting I
ACC	204	Intermediate Accounting II
ACC	207	Cost Accounting I
ACC	208	Cost Accounting II

Minor in Advertising

The advertising minor at Southern New Hampshire University was developed in response to student demand and the many career options available to graduates with knowledge of the field. The program combines elements from the business, advertising, marketing and communication fields. Students may select any major. Most majors offer free electives that can be used for advertising classes and cooperative education experiences. Graduates will be prepared to enter the advertising industry as members of creative or management teams at corporations and agencies.

Prerequisites

ENG	121	College Composition II* (for COM 227, COM 230, COM 444)
MAT	220	Statistics* (for MKT 337)
MKT	337	Marketing Research (for ADV 428, ADV 429)

Required Courses

ADV/MKT	329	Principles of Advertising
ADV	428	Promotional Research and Media Measurement
ADV	429	Advertising Campaigns
COM	230	Graphics and Layout in Print Media

Select one of the following five:

COM	227	Principles of Public Relations
COM	232	Desktop Publishing
COM	444	Video Production
FMK	101	Basic Design and Color Theory
MKT	360	Direct Interactive Marketing

Allied Courses

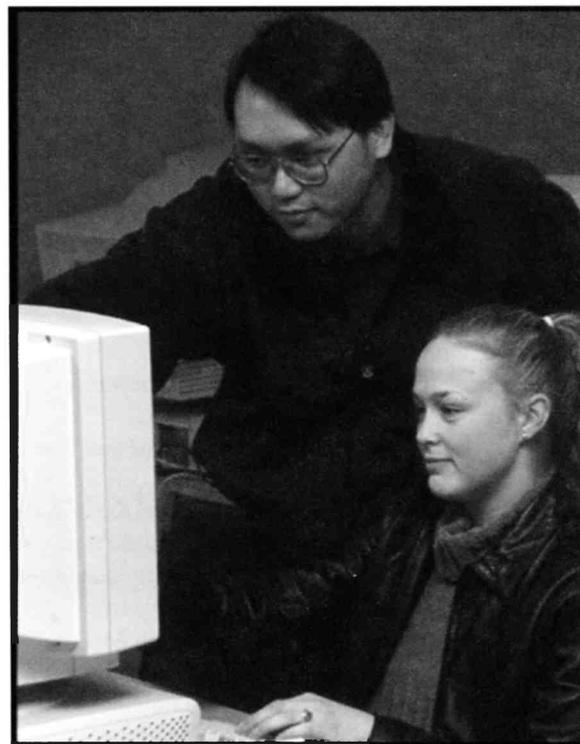
MKT	113	Introduction to Marketing
-----	-----	---------------------------

Minor in Arts and Humanities

Students may declare an arts and humanities minor by successfully completing the following courses:

Required Courses

FAS	201	Introduction to the Humanities I: Greece through the Renaissance
FAS	202	Introduction to the Humanities II: Baroque through Modern
FAS		Three FAS Electives (must be 3 credits each)



Minor in Business

(for Liberal Arts majors)

Under the minor in business option, a student majors in one of the available disciplines within the School of Liberal Arts and uses 12 to 15 free elective credits within the chosen major to take courses in the business disciplines.

Required Courses

ACC	101	Introduction to Accounting and Financial Reporting I
ACC	102	Introduction to Accounting and Financial Reporting II
ADB	206	Business Law I
MAT	121	Mathematical Concepts and Techniques for Business
MKT	113	Introduction to Marketing One Business Elective

Minor in Business/Marketing Teacher Education

Students may declare a minor in business/marketing teacher education by successfully completing six of the following courses, including a minimum of four at Southern New Hampshire University. This minor may position a graduate for a job as an industry trainer or teaching consultant; alone, it does not lead to secondary teaching certification. (See Teacher Education Programs in the School of Business and School of Liberal Arts curriculum sections for B.A., B.S. and conversion programs.)

Prerequisites

ACC	102	Introduction to Accounting and Financial Reporting II (for EDU 313)
ENG	120	College Composition I* (for EDU 200)
IT	100	Introduction to Information Technology* (for EDU 310)
PSY	108	Introduction to Psychology* (for PSY 201, 211 & 320)

Required Courses

EDU	200	Introduction to Education
EDU	290	Field Experience
EDU	300	Principles of Business and Vocational Education
EDU	310	Methods of Teaching Keyboarding and Office Technology
EDU	313	Methods of Teaching Accounting and General Business
EDU	315	Methods of Teaching Marketing Education
PSY	201	Educational Psychology
PSY	211	Human Growth and Development
PSY	320	Psychology of Individual Differences and Special Needs

Minor in Business Writing

A student may declare a minor in business writing by completing the following five courses at Southern New Hampshire University:

Required Courses

COM	235	Introduction to Journalism
COM	340	Writing for Public Relations
COM	435	Feature Writing
ENG	220	Business Communication

Select one of the following five:

ENG	327	Play Writing Workshop
ENG	328	Poetry Writing Workshop
ENG	329	Fiction Writing Workshop
ENG	330	Nonfiction Writing Workshop
ENG	480	Independent Study (for longer writing projects with a tutor)

Minor in Club Management

Students may declare a minor in club management by successfully completing all of the following courses:

Prerequisites

HTM	116	Management of Safety, Sanitation and Security (for HTM 109)
MKT	113	Introduction to Marketing (for SPT 208)

Required Courses

HTM/TCI	109	Quantity Food Purchasing
HTM/SPT	364	Private Club Management
HTM	418	Hospitality Facilities Management
HTM	422	Beverage Management and Control
SPT	208	Sport Marketing
SPT	323	Golf Management

Minor in Communication

Students may declare a minor in communication by successfully completing the following courses:

Required Courses

COM	126	Introduction to Communication
-----	-----	-------------------------------

Select four of the following six:

COM	227	Principles of Public Relations
COM	230	Graphics and Layout in Print Media
COM	232	Desktop Publishing
COM	235	Introduction to Journalism
COM	322	Advanced Public Speaking
COM	448	Law of Mass Communication

Minor in Convention and Event Management

A student may declare a minor in convention and event management by successfully completing all of the following courses:

Prerequisites

HTM	116	Management of Safety, Sanitation and Security (for HTM 210)
ECO	201	Microeconomics* and ECO 202 Macroeconomics* (for HTM 400)

Required Courses

HTM	210	Introduction to Food Preparation
HTM	211	Commercial Food Production Management
HTM	340	Special Events Management
HTM	350	Chamber of Commerce Management
HTM	400	Economic Impact of Tourism
HTM	401	Convention Sales and Group Planning

Minor in Creative Writing

A student may declare a minor in creative writing by completing the following five courses at Southern New Hampshire University:

Prerequisites

COM 227 Principles of Public Relations
(for COM 340)

Required Courses

ENG 327 Play Writing Workshop
ENG 328 Poetry Writing Workshop
ENG 329 Fiction Writing Workshop
ENG 330 Nonfiction Writing Workshop

And one of the following:

COM 235 Introduction to Journalism
COM 340 Writing for Public Relations
COM 435 Feature Writing
ENG 220 Business Communication
ENG 480 Independent Study (for longer writing projects with a tutor)

Minor in Destination Management

A student may declare a minor in destination management by successfully completing all of the following courses:

Prerequisites

ECO 201 Microeconomics*
ECO 202 Macroeconomics* (for HTM 400)

Required Courses

HTM 204 Leisure and Recreation Management
HTM 311 Tourism Planning and Policy Development
HTM 400 Economic Impact of Tourism
HTM 402 Sustainable Tourism
HTM 430 Gaming Operations

Select one of the following two:

HTM 350 Chamber of Commerce Management
HTM 428 Resort Development

Minor in Economics

Students may declare a minor in economics by successfully completing the following six courses at Southern New Hampshire University:

Prerequisites

MAT 120 Finite Mathematics* (for ECO 201, ECO 202)
ACC 102 Introduction to Accounting and Financial Reporting II* (for ECO 301)

Required Courses

ECO 201 Microeconomics
ECO 202 Macroeconomics
ECO 301 Managerial Economics
ECO 306 Money and Banking
ECO Two ECO Electives

Minor in Education with B.A. Degree

Students may declare a minor in teacher education by successfully completing five courses in education and psychology. The minor alone does not lead to secondary teaching certification; however, it will position a student to complete certification requirements more easily, either in a conversion program or in a graduate degree program.

Prerequisites

PSY 108 Introduction to Psychology*
(for PSY 201, PSY 211 and PSY 320)

Required Courses

EDU 200 Introduction to Education

Select one of the following three:

EDU 320 Methods of Teaching English
EDU 321 Methods of Teaching English II
EDU 326 Methods of Teaching Social Studies

Select three of the following four:

EDU 290 Field Experience
PSY 201 Educational Psychology
PSY 211 Human Growth and Development
PSY 320 Psychology of Individual Differences and Special Needs

Minor in English Language and Literature

Students may declare a minor in English language and literature by successfully completing the following five courses at Southern New Hampshire University:

Required Courses

Select three of the following six:

LIT 201 Survey of World Literature in Translation I
LIT 202 Survey of World Literature in Translation II
LIT 213 Survey of American Literature I
LIT 214 Survey of American Literature II
LIT 223 Survey of British Literature I
LIT 224 Survey of British Literature II

Select two of the following three:

ENG 330 Nonfiction Writing Workshop
(COM 435 Feature Writing)
ENG 333 Introduction to Linguistics
ENG 355 English Grammar

Students also must take one LIT Elective in addition to the LIT Elective required by the B.A./B.S. Core.

Minor in Environmental Studies

Students may declare a minor in environmental studies by successfully completing the following selections, including a minimum of four courses at Southern New Hampshire University:

Required Courses

SCI	219	Environmental Issues
SCI	220	Energy and Society

Select one of the following three:

SCI	211	Survey of the Biological Sciences
SCI	212	Principles of Physical Science I
SCI	213	Principles of Physical Science II

Select two of the following four:

LIT	332	The Nature Writers
POL	319	Environmental Politics
POL	320	Environmental Law and Policy
SCI/SOC	335	Technology and Society

Minor in Finance

Students may declare a minor in finance by successfully completing the following six courses at Southern New Hampshire University:

Prerequisites

ECO	201	Microeconomics* (for FIN220 and FIN320)
-----	-----	---

Required Courses

ECO	202	Macroeconomics
FIN	220	Introduction to Investments
FIN	320	Introduction to Business Finance
FIN	435	Financial Policy and Decision-Making

Select two of the following six:

ECO	306	Money and Banking
FIN	250	Personal Financial Planning
FIN	322	Risk Management and Insurance
FIN	324	Security Analysis
FIN	326	Contemporary Issues in Finance
FIN	336	Multinational Corporate Finance

Minor in Food and Beverage Management

A student may declare a minor in food and beverage management by successfully completing all of the following courses:

Prerequisites

HTM	116	Management of Safety, Sanitation and Security (for HTM/TCI 109 and HTM 210)
-----	-----	---

Required Courses

HTM/TCI	109	Quantity Food Purchasing
HTM	210	Introduction to Food Preparation
HTM	211	Commercial Food Production Management
HTM	327	Food and Beverage Operations Management
HTM	422	Beverage Management and Control
HTM	424	Service, Merchandising and Management of Wine

Minor in Graphics

A student may declare a minor in graphics by successfully completing the following in addition to the degree requirements of the student's major:

Required Courses

COM	230	Graphics and Layout in Print Media
COM	232	Desktop Publishing
FAS	340	Modern Arts
GRA 310/IT	375	Digital Graphic Design
GRA	320	Digital Imaging

Minor in History

A student may declare a minor in history by successfully completing five history courses at Southern New Hampshire University in addition to the course required for the B.A./B.S. Core.

Required Courses

Students must complete one year of a survey, either:

HIS	109	Western Civilization I: Prehistory to Renaissance AND
HIS	110	Western Civilization II: Renaissance to the Present
	or	
HIS	113	United States History I: 1607-1865 AND
HIS	114	United States History II: 1865-Present

Students must take three HIS courses in addition to the one required for the B.A./B.S. Core. Students who have taken one of the survey courses to meet the B.A./B.S. Core requirement must take four courses in addition to the two surveys.

Minor in Hotel and Resort Management

A student may declare a minor in hotel and resort management by successfully completing all of the following courses:

Required Courses

HTM	215	Lodging Systems
HTM	315	Rooms Division Management
HTM	418	Hospitality Facilities Management
HTM	428	Resort Development
HTM	429	Hotel Administration

And one of the following seven allied courses:

HTM/TCI	109	Quantity Food Purchasing
HTM	210	Introduction to Food Preparation
HTM/HIS	312	Traditions of Civility
HTM	327	Food & Beverage Operations Management
HTM	401	Convention Sales and Group Planning
HTM	402	Sustainable Tourism
HTM	424	Service, Merchandising and Management of Wine

Minor in Information Technology

Students may declare a minor in information technology by successfully completing the following five courses:

Required Courses

IT	100	Introduction to Information Technology
IT	210	Introduction to Systems Analysis & Design
IT		Two IT programming courses (as recommended by the student's advisor)
IT		One IT Elective

Minor in International Business

A student may declare a minor in international business by successfully completing the following five courses at Southern New Hampshire University:

Prerequisites

ADB	125	Human Relations in Administration (for INT 315 and INT 316)
ECO	202	Macroeconomics* (for INT/MKT 433)
FIN	320	Introduction to Business Finance (for INT/FIN 336)
MKT	113	Introduction to Marketing (for INT/MKT 433)

Required Courses

INT	113	Introduction to International Business
INT	315	International Management
INT	316	Cultural and Political Environment of International Business
INT 336/FIN 336		Multinational Corporate Finance
INT 433/MKT 433		Multinational Marketing

Minor in Marketing

The marketing minor is comprised of six courses in marketing that give students a basic knowledge of the field. Students may declare a minor in marketing by successfully completing the following courses, with at least four taken at Southern New Hampshire University:

Prerequisites:

MAT	220	Statistics* (for MKT 337)
PSY	108	Introduction to Psychology* (for MKT 345)

Required Courses

MKT	113	Introduction to Marketing
MKT	222	Principles of Retailing
MKT/ADV	329	Principles of Advertising
MKT	337	Marketing Research
MKT	345	Consumer Behavior

Select one of the following two:

MKT	320	Sales Management
MKT	335	Professional Selling

Minor in Philosophy

A student may declare a minor in philosophy by successfully earning 15 credits in philosophy; 12 credits must be earned in courses taken in addition to the course required in the B.A./B.S. Core:

Required Courses

PHL	210	Introduction to Western Philosophy
PHL	214	Logic, Language and Argumentation

Select three of the following four:

PHL	215	Moral Decision-Making: Theories & Challenges
PHL	216	Business Ethics
PHL	230	Religions of the World
PHL	246	Understanding Non-Western Philosophy

Minor in Political Science

A student may declare a minor in political science by completing five courses from the following list, with at least four courses chosen in addition to those required in the B.A./B.S. Core:

Required Courses

Select one of the following two:

POL	109	Introduction to Politics
POL	210	American Politics

Select one of the following two:

POL	211	International Relations
POL	213	Comparative Politics

POL Three 300-level POL courses

Minor in Psychology

A student may declare a minor in psychology by successfully completing the following courses at Southern New Hampshire University:

Required Courses

PSY	108	Introduction to Psychology*
PSY	211	Human Growth and Development
PSY	215	Psychology of Abnormal Behavior
PSY/SCS	224	Research Methods
PSY		One PSY Elective

Minor in Public Relations

The minor in public relations consists of six courses, all of which must be completed at Southern New Hampshire University:

Prerequisites

MKT	113	Introduction to Marketing (for SPT 319)
PSY	108	Introduction to Psychology* (for PSY/SCS 224)
SPT	208	Sport Marketing (for SPT 319)

Required Courses

COM	227	Principles of Public Relations
MKT	113	Introduction to Marketing

Select one of the following two:

POL	201	Research Methods in Political Science
PSY/SCS	224	Research Methods

Select one of the following four:

COM	126	Introduction to Communication
COM	235	Introduction to Journalism
COM	340	Writing for Public Relations
IT	270	Client Side Web Development

Select two of the following nine:

COM	230	Graphics and Layout in Print Media
COM	232	Desktop Publishing
COM	322	Advanced Public Speaking
COM	336	Broadcast Public Relations
COM	444	Video Production
COM	446	Public Relations Administration
COM	448	Law of Mass Communication
COM	452	Public Relations Campaign Planning Seminar
SPT	319	Sports Sales and Public Relations

Minor in Sociology

Students must complete the following courses to earn a minor in sociology:

Required Courses

SOC	112	Introduction to Sociology
SOC	213	Sociology of Social Problems
SOC		Three SOC Electives

Minor in Sport Management

A student may declare a minor in sport management by successfully completing the following five courses at Southern New Hampshire University:

Prerequisites

ENG	121	College Composition II* (for SPT 319)
MKT	113	Introduction to Marketing (for SPT 208)

Required Courses

SPT	111	Sport Management
SPT	208	Sport Marketing
SPT	319	Sport Sales and Public Relations
SPT	321	Fitness Management

Select one of the following two:

SPT	401	Sport Facilities Management
SPT	402	Sport Revenue

Minor in Travel Management

A student may declare a minor in travel management by successfully completing all of the following courses:

Prerequisites

ECO	201	Microeconomics* and ECO 202 Macroeconomics* (for HTM 400)
-----	-----	--

Required Courses

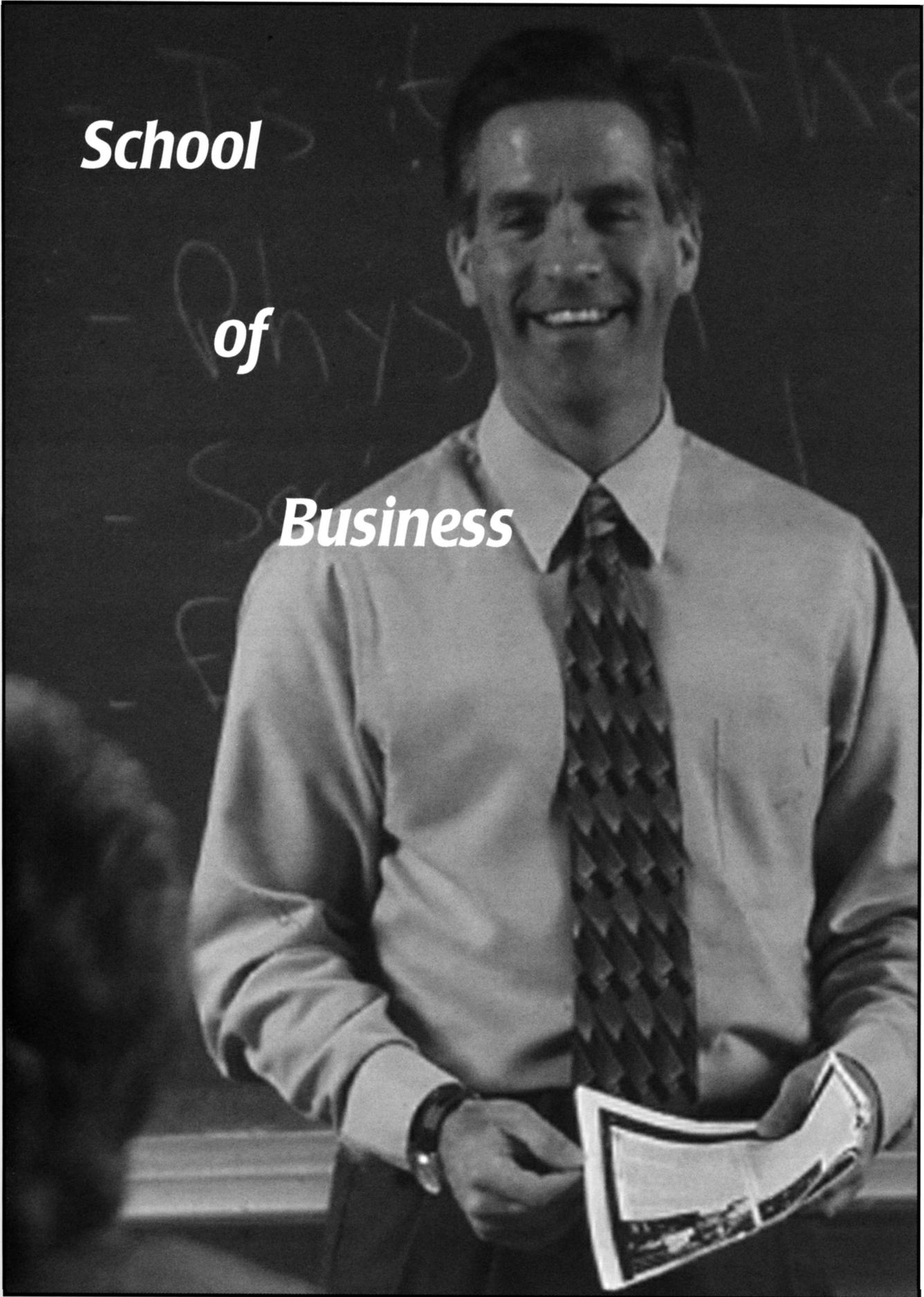
HTM	201	Cruise Line Management
HTM	219	Travel Industry Operations & Technology
HTM	306	Tour Management and Operations
HTM	400	Economic Impact of Tourism
HTM	402	Sustainable Tourism
HTM	411	Airline Management

*from B.A./B.S. Core

School

of

Business



SCHOOL OF BUSINESS

Dean: Dr. Paul Schneiderman

The Business Core

The following courses comprise the basic business education that the university believes is essential to preparing students for careers in business. Students in each bachelor of science degree business program also must take the B.A./B.S. core courses, major courses, allied courses and free electives that match their career goals.

Business Core

(Courses are 3 credits unless otherwise indicated)

ACC	101	Introduction to Accounting and Financial Reporting I
ACC	102	Introduction to Accounting and Financial Reporting II
ADB	125	Human Relations in Administration
ADB	206	Business Law I
ADB	421	Strategic Management and Policy
FIN	320	Introduction to Business Finance
IT	210	Introduction to Systems Analysis & Design
MKT	113	Introduction to Marketing

Total Credits: 24

School of Business Programs

Accounting

Department Chair: Professor Richard O. Hanson

The accounting program provides students with the educational prerequisites required for the certified public accountant examination, certified management accountant examination, certified internal auditor examination and a host of other professional titles related to accounting and taxation.

Accounting students will receive general instruction in business and a thorough education in all areas of accounting, finance and taxation. A cooperative education experience also is available in this program. Students will be able to take advantage of free electives in accounting, business and the liberal arts to supplement their knowledge or to further specialize their educations.

Accounting Curriculum - Bachelor of Science

B.A./B.S. Core: 45 credits

Business Core: 24 credits

Major Courses

(Courses are 3 credits unless otherwise indicated)

ACC	203	Intermediate Accounting I
ACC	204	Intermediate Accounting II
ACC	207	Cost Accounting I
ACC	208	Cost Accounting II
ACC	305	Advanced Accounting I
ACC	306	Advanced Accounting II
ACC	315	Accounting Systems Applications
ACC	322	Institutional Accounting

ACC	411	Auditing Principles
ACC	415	Federal Taxation I
ACC	416	Federal Taxation II

Total Major Credits: 33

Allied Courses

ENG	220	Business Communication
FIN	435	Financial Policy and Decision-Making

Total Allied Credits: 6

FEX 100 (degree requirement) and Free Electives: 12 credits

Total Credits: 120

Accounting/Finance

Program Coordinator: Dr. Mahboubul Hassan

The accounting/finance degree offers students the course work they need to qualify for careers in the accounting or finance professions. The degree prepares graduates for meaningful employment in accounting, banking, corporate finance, insurance, investments and personal finance.

The major would be of particular interest to students seeking to study accounting and finance without following the traditional certified public accountant track. The major also offers an option for accounting and finance students who wish to follow the traditional CPA track. Such students can fulfill the necessary CPA requirements by taking certain upper-level accounting courses as free electives.

Accounting/Finance Curriculum

Bachelor of Science

B.A./B.S. Core: 45 credits

Business Core: 24 credits

Major Courses

(Courses are 3 credits unless otherwise indicated)

ACC	203	Intermediate Accounting I
ACC	204	Intermediate Accounting II
ACC	207	Cost Accounting I
ECO	306	Money and Banking
FIN	220	Introduction to Investments
FIN	336	Multinational Corporate Finance
FIN	435	Financial Policy and Decision-Making

Total Major Credits: 21

Allied Courses

Select two accounting (ACC) courses and two finance (FIN) courses from the following:

ACC	208	Cost Accounting II
ACC	315	Accounting Systems Applications
ACC	415	Federal Taxation I
ACC	416	Federal Taxation II
FIN	250	Personal Financial Planning
FIN	322	Risk Management and Insurance
FIN	324	Security Analysis
FIN	326	Contemporary Issues In Finance

Total Allied Credits: 12

FEX 100 (degree requirement) and Free Electives: 18 credits

Total Credits: 120

Advertising

Program Coordinator: Dr. Patricia Spirou

The advertising major at Southern New Hampshire University was developed in response to student demand and the growing number of career options in this \$400 billion-a-year industry. The program combines elements from the business, advertising, marketing and communication fields and allows students to tailor the major to their own areas of interest.

Students can choose between a business focus and a liberal arts focus. Both programs require the same major courses and offer the same related electives. The program is the only one of its kind in New England that offers students this option.

Graduates of the program will be prepared to enter the advertising industry and find employment in the creative and management divisions of corporations and agencies.

Advertising Curriculum - Bachelor of Science

B.A./B.S. Core: 45 credits

Business Core: 24 credits

Major Courses

(Courses are 3 credits unless otherwise indicated)

ADV/MKT 329	Principles of Advertising
ADV 363	Advertising Copy and Design
ADV 429	Advertising Campaigns
ADV/MKT 440	Advertising Media Planning
COM 230	Graphics and Layout in Print Media

Total Major Credits: 15

Select 15 credits from the following elective courses:

ADV 362	Advertising Account Executive Seminar
ADV 428	Promotional Research and Media Measurement
COM 126	Introduction to Communication
COM 232	Desktop Publishing
FMK 101	Basic Design and Color Theory
FMK 203	Retail Sales Promotion
MKT 345	Consumer Behavior
MKT 360	Direct Interactive Marketing

Total Advertising Elective Credits: 15

Allied Courses

MKT 337	Marketing Research
---------	--------------------

Total Allied Credits: 3

FEX 100 (degree requirement) and Free Electives: 18 credits*

Total Credits: 120

*Students are encouraged to use 3, 6 or 12 credits of free electives to complete a co-op work experience related to advertising.

Business Administration

Coordinator: Dr. Steven Painchaud

The past two decades have generated unparalleled change in business, industry and society. Emerging trends suggest that change is going to continue to be rapid, unpredictable at times and frequently disruptive.

As business and society have grown more complex, the demand for trained managers and leaders has increased. Managers no longer can make business decisions based on hunches or look to old solutions to solve new problems.

Students in the business administration program will learn how to be leaders and managers in this ever-changing and hectic business environment.

Southern New Hampshire University's business administration program emphasizes leadership, communication, accounting, behavioral dynamics and quantitative analysis. These business and management skills, when complemented with the solid foundation provided by the B.A./B.S. Core courses, enable students to become successful managers.

Business Administration Curriculum Bachelor of Science

B.A./B.S. Core: 45 credits

Business Core: 24 credits

Major Courses

(Courses are 3 credits unless otherwise indicated)

ADB 211	Human Resource Management
ADB 215	Principles of Management
ADB 326	Social Environment of Business
ADB 331	Introduction to Operations Management
ADB 342	Organizational Behavior
ADB	Three 300- or 400-level Business Electives
INT	One 300- or 400-level International Business Elective

Total Major Credits: 27

Allied Courses

ECO 301	Managerial Economics
MAT 121	Mathematical Concepts and Techniques for Business

Total Allied Credits: 6

FEX 100 (degree requirement) and Free Electives: 18 credits

Total Credits: 120

Note: Students who select the business administration with cooperative education program must use free electives to satisfy cooperative education requirements.

Three-Year Bachelor of Science in Business Administration

Contact: Dr. C. Richard Erskine

The mission of the three-year bachelor's degree program is to educate selected, qualified students who desire to major in business administration and business leadership. The program is designed so that students will:

- succeed in acquiring entry-level positions and advancing in their chosen professions and careers.
- realize their individual potential and contribute to the betterment of their local communities and society at large.
- be effective leaders and proponents of change.
- become successful lifelong learners.

The university recognizes its obligation to deliver a high-quality program that prepares students for profoundly changing business, cultural and geopolitical environments so that they may have the best chances for personal and professional success and are equipped to provide effective leadership. To achieve the mission, students must work to accomplish certain academic competencies. The university adopts the appropriate academic strategies and provides resources to ensure the success of the program. The new paradigm under which the program operates recognizes the importance of students, faculty members and university administrators working jointly to accomplish the academic mission.

Students who meet the criteria administered by the Admission Office may be admitted to the Three-Year (six-semester) Bachelor's Degree Program in Business Administration. This program is based on students mastering the following competencies:

- **Communication:** Students will master written, verbal and electronic communication and reading comprehension that is appropriate for entry-level management positions and future advancement.
- **Computer and information technology:** Students will apply state-of-the-art computer and information based principles and master business applications.
- **Research:** Students will conduct primary and secondary research and understand, analyze and interpret the results.
- **Problem solving:** Students will develop analytical and creative problem-detection and problem-solving skills.
- **Organizational leadership:** Students will be able to function as effective team, group and organizational leaders.
- **Group Membership:** To understand how and be able to function as an effective group and/or team member.
- **Strategic management:** Students will be able to think, analyze, manage and plan strategically.
- **International perspective:** Students will attain a multidisciplinary global perspective in order to understand others and make more effective international business decisions.
- **Interpersonal skills:** Students will develop a broad range of interpersonal skills to use in multicultural and diverse work settings.
- **Business directions:** Students will understand the importance, significance and meaning of business trends in

their larger historical, political, economic, social, cultural, geopolitical and technological contexts.

- **Legal and ethical issues:** Students will realize the legal and ethical considerations and implications of personal, social, business and international business behavior and activities.
- **Quantitative and qualitative analyses:** Students will understand and apply quantitative and qualitative methods of analysis when making business decisions.
- **Humanities and sciences:** Students will appreciate how science, history, literature and the arts impact society, politics, business, economics, culture and technology.

The University's Implementation Strategies

The university ensures the success of the three-year program and the achievement of its mission by pursuing multiple academic and administrative strategies that include:

- establishing a managed, competency-based, cross-curricular, interdisciplinary educational environment that is designed to build competencies in the student's major and in certain selected general education areas in a three-year period that equal or exceed in outcomes those which would occur in a traditional four-year program.
- integrating state-of-the-art computer and information technology into the learning process.
- using diverse delivery systems for learning.
- requiring students to take responsibility for and actively participate in their own educations.
- conducting an ongoing evaluation of the program and student progress at the end of each year so that competencies and the processes to achieve them are changed when needed and that the program continuously evolves and improves.
- implementing a learning-centered paradigm.
- creating flexible, purposeful, integrated interdisciplinary and interdisciplinary learning modules that are designed to develop certain competencies.
- employing faculty members who are committed to the mission and the achievement of the program's competencies and supporting strategies.
- preparing and supporting faculty for the new paradigm.
- admitting to the program only those students who manifest the psychological, social and academic maturity and competence to succeed. This includes defining the acceptance criteria that maximizes the possibility of student success and minimizes the chance of failure.
- recording student achievements so students who transfer out of the program do so with three-credit modules that have generally recognizable and accepted course names and grades.
- educating students to lead lives of continual personal and professional learning.
- establishing and maintaining private sector business relationships to provide students with contacts and experiences that complement academic learning and enhance future employment opportunities.
- soliciting supplementary funding for student scholarships, faculty support and advanced computer information technology.

Although the three-year bachelor's degree program will be taught in the time frame of the traditional semester, the course content will be delivered through comprehensive, and often interdisciplinary, modules instead of typical three-credit classes.

Each semester will conclude with a 20-hour integrating experience that will bring together competencies learned through the modules offered during that semester. Students are required to complete all specially designed modules in the three-year degree program. Students who complete the three-year degree curriculum earn 120 credits.

Year One

- Business Module
- Management Module
- Communications/Research Module
- Computer Information Technology Module
- Liberal Arts/Humanities Module
- Integrating Experience

Year Two

- Quantitative Module
- Management Module
- Business Environment Analysis Module
- Computer Information Technology Module
- Liberal Arts/Humanities Module
- Integrating Experience

Year Three

- Quantitative Module
- Management Module
- Computer Information Technology Module
- Liberal Arts/Humanities Module
- Integrating Experience
- Special Option Module in international business, leadership studies or human resources

Business Studies

Contact: Dr. Steven Painchaud

The business studies curriculum provides students with the opportunity to concentrate on a specific area of business and the flexibility to tailor their degrees to meet their specific needs. Concentrations are available in accounting, business administration, business finance, information technology, human resource management, international management, materials management (Continuing Education only), marketing, organizational leadership, production and inventory control (Continuing Education only), small business management and sport management (day only), Web development, program and applications development and electronic commerce. In addition to the major required courses, students are able to tailor the degree program depending upon their selection of free electives.

The business studies degree also provides an option for transfer students (particularly liberal arts or science majors) who have completed two or more years at other colleges and now desire a business degree. The free elective credits enable transfer students to receive credit for a wide variety of previous courses.

Business Studies Curriculum

Bachelor of Science

B.A./B.S. Core: 45 credits

Business Core: 24 credits

Accounting Concentration

Major Courses

(Courses are 3 credits unless otherwise indicated)

ACC	203	Intermediate Accounting I
ACC	204	Intermediate Accounting II
ACC	207	Cost Accounting I
ACC	208	Cost Accounting II
ACC	415	Federal Taxation I
ADB	215	Principles of Management

Total Major Credits: 18

Allied Course

MAT	121	Mathematical Concepts and Techniques for Business
-----	-----	---

Total Allied Credits: 3

FEX 100 (degree requirement) and Free Electives: 30 credits

Total Credits: 120

Business Administration Concentration

Major Courses

(Courses are 3 credits unless otherwise indicated)

ADB	211	Human Resource Management
ADB	215	Principles of Management
ADB	331	Introduction to Operations Management
ADB	342	Organizational Behavior
ADB		One 300- or 400-level Business Elective

Total Major Credits: 15

Allied Course

MAT	121	Mathematical Concepts and Techniques for Business
-----	-----	---

Total Allied Credits: 3

FEX 100 (degree requirement) and Free Electives: 33 credits

Total Credits: 120

Business Finance Concentration

Major Courses

(Courses are 3 credits unless otherwise indicated)

ADB	215	Principles of Management
ECO	301	Managerial Economics
ECO	402	Business Cycles and Forecasting
FIN	220	Introduction to Investments
FIN	435	Financial Policy and Decision-Making
		One ECO/FIN Elective

Total Major Credits: 18

Allied Course

MAT 121 Mathematical Concepts and Techniques for Business

Total Allied Credits: 3
 FEX 100 (degree requirement) and Free Electives: 30 credits
 Total Credits: 120

Electronic Commerce Concentration

Major Courses

(Courses are 3 credits unless otherwise indicated)

ADB 215 Principles of Management
 IT 270 Client Side Web Development
 IT 325 Advanced Applications Programming
 IT 360 Software and Operating Systems
 IT 370 Server Side Web Development
 IT 450 Artificial Intelligence for eBusiness
 IT 467 Digital Commerce and eBusiness

Total Major Credits: 21

Allied Courses

MAT 320 Discrete Mathematics

Total Allied Credits: 3

FEX 100 (degree requirement) and Free Electives: 27 credits
 Total Credits: 120

Human Resource Management Concentration

Major Courses

(Courses are 3 credits unless otherwise indicated)

ADB 211 Human Resource Management
 ADB 215 Principles of Management
 ADB 325 Compensation and Benefit Administration
 ADB 342 Organizational Behavior
 ADB 442 Advanced Seminar in Human Resource Management and Development
 ADB One 300- or 400-level Business Elective

Total Major Credits: 18

Allied Course

MAT 121 Mathematical Concepts and Techniques for Business

Total Allied Credits: 3
 FEX 100 (degree requirement) and Free Electives: 30 credits
 Total Credits: 120

Information Technology Concentration

Major Courses

(Courses are 3 credits unless otherwise indicated)

ADB 215 Principles of Management
 IT 201 Hardware and Software Architecture
 IT Three IT programming courses (as recommended by an advisor)
 IT 330 Database Management Systems
 IT 460 Data Communications and Networking

Total Major Credits: 21

Allied Course

MAT 320 Discrete Mathematics

Total Allied Credits: 3
 FEX 100 (degree requirement) and Free Electives: 27 credits
 Total Credits: 120

International Management Concentration

Major Courses

(Courses are 3 credits unless otherwise indicated)

ADB 215 Principles of Management
 INT Five 300- or 400-level Electives (INT 309, INT 311, INT 315, INT 316, INT 335, INT 440)

Total Major Credits: 18

Allied Course

MAT 121 Mathematical Concepts and Techniques for Business

Total Allied Credits: 3
 FEX 100 (degree requirement) and Free Electives: 30 credits
 Total Credits: 120

Marketing Concentration

Major Courses

(Courses are 3 credits unless otherwise indicated)

ADB 215 Principles of Management
 MKT 222 Principles of Retailing
 MKT/ADV 329 Principles of Advertising
 MKT 337 Marketing Research
 MKT 345 Consumer Behavior

Select one of the following two:

MKT 320 Sales Management
 MKT 335 Professional Selling

Total Major Credits: 18

Allied Courses

MAT 121 Mathematical Concepts and Techniques for Business

Total Allied Credits: 3
 FEX 100 (degree requirement) and Free Electives: 30 credits
 Total Credits: 120

Organizational Leadership Concentration

Major Courses

(Courses are 3 credits unless otherwise indicated)

ADB 215 Principles of Management
 ADB 322 Managing Organizational Change
 ADB 324 Managing Quality (formerly Total Quality Management)
 ADB 328 Organizational Leadership
 ADB 342 Organizational Behavior

Total Major Credits: 15

Allied Course

MAT 121 Mathematical Concepts and Techniques
for Business

Total Allied Credits: 3

FEX 100 (degree requirement) and Free Electives: 33 credits

Total Credits: 120

Production and Inventory Control Concentration

(Available only in the Division of Continuing Education)

Major Courses

(Courses are 3 credits unless otherwise indicated)

ADB 330 Basics of Supply Chain Management
ADB 331 Introduction to Operations Management
ADB 350 Master Planning of Resources
ADB 351 Detailed Planning and Scheduling
ADB 352 Execution and Control of Operations
ADB 353 Strategic Management of Resources

Total Major Credits: 18

Allied Course

MAT 121 Mathematical Concepts and Techniques
for Business

Total Allied Credits: 3

FEX 100 (degree requirement) and Free Electives: 30 credits

Total Credits: 120

Program and Application Development Concentration**Major Courses**

(Courses are 3 credits unless otherwise indicated)

ADB 215 Principles of Management
IT 270 Client Side Web Development
IT 325 Advanced Applications Programming
IT 360 Software and Operating Systems
IT 370 Server Side Web Development
IT 430 Software Development in Distributed Systems
IT 450 Artificial Intelligence for eBusiness

Total Major Credits: 21

Allied Courses

MAT 320 Discrete Mathematics

Total Allied Credits: 3

Small Business Management Concentration**Major Courses**

(Courses are 3 credits unless otherwise indicated)

ADB 215 Principles of Management
ADB 307 Business Law II
ADB 317 Small Business Management
ADB 320 Entrepreneurship
ADB 324 Managing Quality
ADB One 300- or 400-level Business Elective

Total Major Credits: 18

Allied Course

MAT 121 Mathematical Concepts and Techniques
for Business

Total Allied Credits: 3

FEX 100 (degree requirement) and Free Electives: 30 credits

Total Credits: 120

Sport Management Concentration

(Available only in the undergraduate day program)

Major Courses

(Courses are 3 credits unless otherwise indicated)

SPT 111 Sport Management I
SPT 208 Sport Marketing

Select one of the following two:

SPT 319 Sport Sales and Public Relations
SPT 321 Fitness Management

Select one of the following two:

SPT 401 Sport Facilities Management
SPT 402 Sport Revenue

SPT 461 Seminar in Sport Management
SPT One Sport Elective

Total Major Credits: 18

Allied Course

ADB 215 Principles of Management

Total Allied Credits: 3

FEX 100 (degree requirement) and Free Electives: 30 credits

Total Credits: 120

Web Development Concentration**Major Courses**

(Courses are 3 credits unless otherwise indicated)

ADB 215 Principles of Management
IT 270 Client Side Web Development
IT 325 Advanced Applications Programming
IT 370 Server Side Web Development
IT 375 Digital Graphics Design
IT 450 Artificial Intelligence for eBusiness
IT 465 Digital Multimedia Design

Total Major Credits: 21

Allied Courses

MAT 320 Discrete Mathematics

Total Allied Credits: 3

FEX 100 (degree requirement) and Free Electives: 27 credits

Total Credits: 120

Economics/Finance Program

Department Chair: Dr. Gary Tripp

The economics/finance program has a dual mission: to examine the behavior of the economy and its relationship to business and government and to study the funding and investment needs of corporations, individuals and institutions. The primary goal of the program is to establish a solid foundation in the applied and theoretical areas of international and domestic finance, business and economics. Economics/finance majors develop the analytical and quantitative skills needed for corporate and individual financial management and economic modeling and forecasting.

Students who choose to major in the economics/finance program will be prepared for careers in industry, financial organizations and government. Many go on to graduate school to continue their studies in economics, finance, other business-related disciplines or law.

Economics/Finance Curriculum

Bachelor of Science

B.A./B.S. Core: 45 credits

Business Core: 24 credits

Major Courses

(Courses are 3 credits unless otherwise indicated)

ECO	301	Managerial Economics
ECO	306	Money and Banking
ECO	402	Business Cycles and Forecasting
FIN	220	Introduction to Investments
FIN	435	Financial Policy and Decision-Making
		Four ECO/FIN Electives

Total Major Credits: 27

Allied Courses

INT	316	The Cultural and Political Environment of International Business
MAT	121	Mathematical Concepts and Techniques for Business

Total Allied Credits: 6

FEX 100 (degree requirement) and Free Electives: 18 credits

Total Credits: 120

Information Technology

Department Chair: Dr. Robert Seidman

Information technology is designed to assist managers with structured and unstructured problem solving. Information technology integrates information flow by function, such as for production, marketing or personnel. Inquiry and report generation and use of databases is an important byproduct.

Southern New Hampshire University's information technology program combines the management and IT disciplines and is designed to highlight the use of computers in all areas of a given organization. Students in this program are educated as generalists in areas of business and information technology and are given the option to specialize in focused areas, including electronic commerce, Web development and program and application development.

Graduates are prepared to develop applications programs, be involved in defining and planning information systems, implement information systems applications and manage the development and operation of information systems. Graduates also are qualified to hold positions in functional areas of organizations and in general management. Students majoring in IT will gain an understanding of organizations and organizational processes and functions. The IT program also incorporates writing, speaking, communication, English and human relations components.

Notebook computers are required by all undergraduate day school IT majors for use in undergraduate IT courses beginning in the students' sophomore year.

Information Technology Curriculum

Bachelor of Science

B.A./B.S. Core: 45 credits

Business Core: 24 credits

Major Courses

(Courses are 3 credits unless otherwise indicated)

IT	201	Hardware and Software
IT		Three IT programming courses (as recommended by an advisor)
IT	315	Object Oriented Analysis and Design
IT	330	Database Management Systems
IT	415	Systems Seminar I
IT	420	Systems Seminar II
IT	460	Data Communications and Networks
IT	485	Management of Information Technology

Total Major Credits: 30

Allied Course

MAT	320	Discrete Mathematics
-----	-----	----------------------

Total Allied Credits: 3

FEX 100 (degree requirement) and Free Electives: 18 credits*

Total Credits: 120*

*Concentrations

Students in the information technology program may elect to specialize their courses of study by selecting from the following IT concentrations. Students use their 15 free elective credits for concentration courses and earn a total of 123 credits.

Electronic Commerce Concentration

(Courses are 3 credits unless otherwise indicated)

IT	270	Client Side Web Development
IT	325	Advanced Applications Programming
IT	360	Software and Operating Systems
IT	370	Server Side Web Development
IT	450	Artificial Intelligence for eBusiness
IT	467	Digital Commerce and eBusiness

Total Concentration Credits: 18

Program and Application Development Concentration**Major Courses**

(Courses are 3 credits unless otherwise indicated)

IT	270	Client Side Web Development
IT	325	Advanced Applications Programming
IT	360	Software and Operating Systems
IT	370	Server Side Web Development
IT	430	Software Development in Distributed Systems
IT	450	Artificial Intelligence for eBusiness

Total Concentration Credits: 18

Web Development Concentration**Major Courses**

(Courses are 3 credits unless otherwise indicated)

IT	270	Client Side Web Development
IT	325	Advanced Applications Programming
IT	370	Server Side Web Development
IT	375	Digital Graphics Design
IT	450	Artificial Intelligence for eBusiness
IT	465	Digital Multimedia Design Total

Total Concentration Credits: 18

International Business**Department Chair: Dr. Massood Samii**

The world is becoming an economic marketplace without boundaries. Multinational and transnational corporations conduct business based on worldwide priorities while smaller domestic companies look for ways to tap into the growing markets of Europe, Asia and the Third World. Successful managers must be able to work with a variety of people who use different currencies and systems to achieve their own personal and economic goals.

This program focuses on the management skills and concepts used in international, multicultural contexts. Students learn about the different monetary, banking, accounting, marketing and management systems that they will encounter while conducting international business activities. Attention also is given to the myriad cultural norms that make the rest of the world a diverse and challenging place to market American goods and services.

International business is an interdisciplinary program that combines existing management courses with the possibility of cooperative education opportunities in the international arena.

International Business Curriculum**Bachelor of Science**

B.A./B.S. Core: 45 credits

Business Core: 24 credits

Major Courses

(Courses are 3 credits unless otherwise indicated)

INT	113	Introduction to International Business
INT	315	International Management
INT	316	Cultural and Political Environment of International Business
INT		Three International Business Electives

Total Major Credits: 18

Allied Courses

ACC	310	International Accounting
ADB	215	Principles of Management
ADB	342	Organizational Behavior
ECO	322	International Economics
INT/MKT	433	Multinational Marketing

Total Allied Credits: 15

FEX 100 (degree requirement) and Free Electives: 18 credits

Total Credits: 120

Management Advisory Services**Department Chair: Dr. Robert Seidman**

The management advisory services program is a blend of the accounting and information technology programs. The approach reflects the industry trend of hiring graduates with expertise in both areas. The rapid growth of management services in accounting firms, consulting companies and industries provides Southern New Hampshire University graduates with many opportunities for advancement.

Management advisory services students will obtain the skills required for the design and maintenance of financial accounting systems and will gain knowledge about general systems theory and management. Students will apply their classroom learning to real-world situations through a combination of exercises and actual work experiences. Cooperative education experiences are available.

**Management Advisory Services Curriculum
Bachelor of Science**

B.A./B.S. Core: 45 credits

Business Core: 24 credits

Major Courses

(Courses are 3 credits unless otherwise indicated)

ACC	203	Intermediate Accounting I
ACC	204	Intermediate Accounting II
ACC	207	Cost Accounting I
ACC	208	Cost Accounting II
ACC	305	Advanced Accounting I
ACC	306	Advanced Accounting II
ACC	411	Auditing Principles
IT	201	Hardware and Software
IT		Two IT programming courses (as recommended by an advisor)
IT	315	Object Oriented Analysis and Design
IT	415	Systems Seminar I
IT	420	Systems Seminar II

Total Major Credits: 39

FEX 100 (degree requirement) and Free Electives: 12 credits

Total Credits: 120

Marketing

Department Chair: Dr. Karen Stone

Marketing is a broad field that includes activities related to selecting, designing, packaging, pricing, advertising, selling, distributing and servicing products in the domestic and/or international marketplaces. It is the driving force in business. The degree to which a company responds to customer demands largely determines that company's success and is the underlying note of all marketing activities.

Classes integrate theory and practical applications. Marketing majors also study general management, human relations, finance and liberal arts and learn how to integrate theoretical, practical and technological applications to better understand characteristics of successful marketing.

Students who major in marketing will have the opportunity to link marketing theory with practical work experience through domestic and international cooperative education programs.

Marketing Curriculum - Bachelor of Science

B.A./B.S. Core: 45 credits

Business Core: 24 credits

Major Courses

(Courses are 3 credits unless otherwise indicated)

MKT 222 Principles of Retailing

Select one of the following two:

MKT 320 Sales Management

MKT 335 Professional Selling

MKT/ADV 329 Principles of Advertising

MKT 337 Marketing Research

MKT 345 Consumer Behavior

MKT 432 Strategic Marketing Planning

MKT Two Marketing Electives

Total Major Credits: 24

Allied Courses

Select one of the following two:

ADB 326 Social Environment of Business

ADB 342 Organizational Behavior

Select one of the following two:

SOC 112 Introduction to Sociology

PSY 108 Introduction to Psychology

Total Allied Credits: 6

FEX 100 (degree requirement) and Free Electives: 21 credits

Total Credits: 120

Retailing

Program Coordinator: Professor Lynda Gamans Poloian

Retailing is the process by which goods and services reach consumers through store, non-store and electronic means. It is one of the most exciting divisions of marketing. The retailing program prepares graduates for a variety of entry-level management positions in store operations, merchandising, sales promotion, product development and human resources. Cooperative education opportunities are available in the United States and abroad.

Retailing Curriculum - Bachelor of Science

B.A./B.S. Core: 45 credits

Business Core: 24 credits

Major Courses

(Courses are 3 credits unless otherwise indicated)

FMK 202 Fashion Merchandising

FMK 203 Retail Sales Promotion

MKT 222 Principles of Retailing

MKT 327 Retail Site Selection

MKT 337 Marketing Research

MKT 345 Consumer Behavior

MKT 432 Strategic Marketing Planning

MKT 442 Retail Management

MKT Two Marketing Electives

Total Major Credits: 30

Allied Course

MAT 105 Merchandising Mathematics

Total Allied Credits: 3

FEX 100 (degree requirement) and Free Electives: 18 credits

Total Credits: 120

Sport Management Program

Department Chair: Dr. Doug Blais

The growth of sports as a major industry has increased the need and opportunities for well-trained professional managers. A well-rounded business education with a focus on sport management skills is essential in this rapidly growing field.

Southern New Hampshire University's sport management program prepares students for successful employment in the dynamic sport industry. Students couple eight specialized courses in sport management with a strong mix of business and liberal arts courses. Students will have an opportunity to gain practical experience through cooperative education experiences with a variety of sport, fitness and recreational industries.

Field trips to meet managers of professional sports teams and to stadiums and arenas and guest speakers from sport businesses will enhance classroom lessons.

Sport Management Curriculum Bachelor of Science

B.A./B.S. Core: 45 credits

Business Core: 24 credits

Major Courses

(Courses are 3 credits unless otherwise indicated)

SPT 111 Sport Management I

SPT 114/SOC 333 Sport and Society

SPT 207 Law and Sport Management

SPT 208 Sport Marketing

SPT 319 Sport Sales and Public Relations

SPT 321 Fitness Management

Select one of the following two:

SPT 401 Sport Facilities Management

SPT 402 Sport Revenue

SPT	461	Seminar in Sport Management
SPT	491B	Sport Management Cooperative Education (6 credits)

Total Major Credits: 30

Allied Course

ADB	215	Principles of Management
-----	-----	--------------------------

Total Allied Credits: 3

FEX 100 (degree requirement) and Free Electives: 18 credits

Total Credits: 120

Technical Management Program

Department Chair: Dr. Steven Painchaud

The technical management curriculum was established to provide junior college or vocational-technical institute graduates who have earned degrees in specialized areas other than business (e.g., small engine repair, automotive technology, electronics technology, graphic arts, culinary arts, etc.) the opportunity to earn a bachelor's degree in business. Students augment their technical skills with liberal arts and business courses to prepare for a career in business.

Technical Management Curriculum

Bachelor of Science

B.A./B.S. Core: 45 credits

Business Core: 24 credits

Major Courses

(Courses are 3 credits unless otherwise indicated)

ADB	215	Principles of Management
ADB		Three 300- or 400-level Business Electives

Total Major Credits: 12

Allied Course

MAT	121	Mathematical Concepts and Techniques for Business
-----	-----	--

Total Allied Credits: 3

FEX 100 (degree requirement) and Free Electives: 36 credits

Total Credits: 120

Associate Degrees

Some students wish to complete a two-year degree program, sometimes as a first step toward a four-year degree. All credits earned in Southern New Hampshire University's two-year associate degree programs may be transferred into four-year programs.

Accounting Curriculum - Associate in Science

Department Chair: Professor Richard O. Hanson

Students pursuing associate degrees in accounting will gain the fundamental skills needed for entry-level accounting positions in industry and government. Students learn the basic knowledge needed to become professional accountants.

(Courses are 3 credits unless otherwise indicated)

ACC	101	Introduction to Accounting and Financial Reporting I
ACC	102	Introduction to Accounting and Financial Reporting II
ACC	203	Intermediate Accounting I
ACC	204	Intermediate Accounting II
ACC	207	Cost Accounting I
ACC	208	Cost Accounting II
ADB	125	Human Relations in Administration
ECO	201	Microeconomics
ECO	202	Macroeconomics
ENG	120	College Composition I
ENG	121	College Composition II
ENG	212	Public Speaking
FEX	100	Freshman Experience Seminar
IT	100	Introduction to Information Technology
IT	210	Introduction to Systems Analysis & Design
MAT	120	Finite Mathematics
MKT	113	Introduction to Marketing

Free Electives: 9 credits

Total Credits: 60

Business Administration Curriculum

Associate in Science

Department Chair: Dr. Steven Painchaud

The associate degree program in business administration introduces students to the field of business. Students in this program will begin to acquire the knowledge and skills they need to successfully lead and manage organizations in today's ever-changing and hectic business environment.

(Courses are 3 credits unless otherwise indicated)

ACC	101	Introduction to Accounting and Financial Reporting I
ACC	102	Introduction to Accounting and Financial Reporting II
ADB	125	Human Relations in Administration
ADB	206	Business Law I
ADB	211	Human Resource Management
ADB	215	Principles of Management
ADB		Two Business Electives
ECO	201	Microeconomics
ECO	202	Macroeconomics
ENG	120	College Composition I
ENG	121	College Composition II
ENG	212	Public Speaking
FEX	100	Freshman Experience Seminar
IT	100	Introduction to Information Technology
MAT	120	Finite Mathematics
MKT	113	Introduction to Marketing

Free Elective: 3 credits

B.A./B.S. Core Electives: 6 credits

Total Credits: 60

**Fashion Merchandising Curriculum
Associate in Science
Program Coordinator: Professor Lynda
Gamans Poloian**

The associate degree in fashion merchandising offers students a concentrated course of study that prepares them for entry-level positions in soft goods retailing or wholesaling in the fashion industry. Many students choose careers in the merchandising or operations departments of specialty, department and discount stores. Others opt for positions in manufacturers' showrooms or as sales representatives.

Fashion merchandising students are required to participate in a cooperative education program that will combine valuable practical experience with theories learned in the classroom. Some international cooperative education opportunities are available.

Since many of our two-year degree recipients stay on to complete four-year degree programs, the transition between the two-year fashion merchandising program and its closely related four-year counterpart, the retailing program, is a smooth one. Students anticipating transfer to a four-year degree program should consult with their advisors regarding the most effective choices of free electives.

It also is possible for students to complement fashion merchandising courses with courses in other majors, such as marketing or communications. Such pursuits are limited only by students' needs, interests and creativity.

(Courses are 3 credits unless otherwise indicated)

ACC	101	Introduction to Accounting and Financial Reporting I
ACC	102	Introduction to Accounting and Financial Reporting II
ADB	125	Human Relations in Administration
ECO	201	Microeconomics
ENG	120	College Composition I
ENG	121	College Composition II
ENG	212	Public Speaking
FEX	100	Freshman Experience Seminar
FMK	101	Basic Design and Color Theory
FMK	202	Fashion Merchandising
FMK	203	Retail Sales Promotion
FMK	204	Textiles
IT	100	Introduction to Information Technology
MAT	105	Merchandising Mathematics
MKT	113	Introduction to Marketing
MKT	222	Principles of Retailing
PSY	108	Introduction to Psychology
FMK	290A	Fashion Merchandising Cooperative Education*

Free Electives: 6 credits

Total Credits: 60

**FMK 290A Fashion Merchandising Cooperative Education may be taken during the summer between the first and second year or during the first semester of the second year.*

**Information Technology Curriculum
Associate in Science**

Contact: Dr. Robert Seidman

Students in this two-year associate degree program will learn the fundamentals of computer programming and systems analysis. Graduates may find employment as programmers, data analysts and procedure specialists.

(Courses are 3 credits unless otherwise indicated)

ACC	101	Introduction to Accounting and Financial Reporting I
ACC	102	Introduction to Accounting and Financial Reporting II
ADB	125	Human Relations in Administration
ENG	120	College Composition I
ENG	121	College Composition II
ENG	212	Public Speaking
FEX	100	Freshman Experience Seminar
IT	100	Introduction to Information Technology
IT	210	Introduction to Systems Analysis and Design
IT	201	Hardware and Software
IT	315	Object Oriented Analysis and Design
IT		Two IT programming courses (as recommended by the student's advisor)
IT		Two IT Electives
MAT	120	Finite Mathematics

Free Electives: 12 credits

Total Credits: 60

**Marketing Curriculum - Associate in Science
Department Chair: Dr. Karen Stone**

The associate degree in marketing provides students with a basic knowledge of the various aspects of the marketing discipline and augments it with additional knowledge in other business and liberal arts areas.

This program is designed for students seeking entry-level positions in the marketing field. Courses required in the associate program also meet the requirements of the bachelor's degree program in marketing, should students wish to pursue a bachelor of science degree later.

(Courses are 3 credits unless otherwise indicated)

ACC	101	Introduction to Accounting and Financial Reporting I
ACC	102	Introduction to Accounting and Financial Reporting II
ECO	201	Microeconomics
ECO	202	Macroeconomics
ENG	120	College Composition I
ENG	121	College Composition II
ENG	212	Public Speaking
FEX	100	Freshman Experience Seminar
IT	100	Introduction to Information Systems
MAT	120	Finite Mathematics
MAT	220	Statistics
MKT	113	Introduction to Marketing
MKT	222	Principles of Retailing

MKT/ADV 329	Principles of Advertising
MKT 337	Marketing Research
MKT 345	Consumer Behavior

Select one of the following two:

MKT 320	Sales Management
MKT 335	Professional Selling

Select one of the following two:

PSY 108	Introduction to Psychology
SOC 112	Introduction to Sociology

Free Electives: 6 credits

Total Credits: 60

Certificate Programs

Certificate programs are designed for those individuals who need basic skills for entry-level positions or for employees who want to be promoted or transferred within their organizations.

Accounting

(Courses are 3 credits unless otherwise indicated)

ACC 101	Introduction to Accounting and Financial Reporting I
ACC 102	Introduction to Accounting and Financial Reporting II
ACC 203	Intermediate Accounting I
ACC 204	Intermediate Accounting II
ACC 207	Cost Accounting I
ACC 208	Cost Accounting II
ACC 415	Federal Taxation I
ACC 416	Federal Taxation II

Computer Programming

(Courses are 3 credits unless otherwise indicated)

IT 100	Introduction to Information Technology
IT 210	Introduction to Systems Analysis & Design
IT	Four IT programming courses (as recommended by the student's advisor)

Human Resource Management

(Courses are 3 credits unless otherwise indicated)

ADB 125	Human Relations in Administration
ADB 211	Human Resource Management
ADB 318	Labor Relations and Arbitration
ADB 325	Compensation and Benefit Administration
ADB 342	Organizational Behavior
ADB 442	Advanced Seminar in Human Resource Management and Development

Production and Inventory Control

(Courses are 3 credits unless otherwise indicated)

ADB 330	Basics of Supply Chain Management
ADB 350	Master Planning of Resources
ADB 351	Detailed Planning and Scheduling
ADB 352	Execution and Control of Operations
ADB 353	Strategic Management of Resources

Note: Students must complete prerequisite requirements for this certificate.

Guidelines for Certificate Worksheets

Starting a certificate program: Check off "Certificate Candidate" on a registration form, specifying the kind of certificate desired.

Prior credits: Students may transfer credits from other accredited institutions for courses in which a minimum grade of "C-" was earned so long as an overall GPA of 2.0 or higher is transferred from that institution. Official transcripts should be submitted for analysis immediately after entering the certificate program.

Students also may receive credit for equivalent prior learning by means of "CLEP," Southern New Hampshire University institutional tests or portfolio assessments. Students should consult an academic advisor for more details.

Please note: Certificate candidates may use transfer or prior learning credit courses, but they must take four courses in residence at Southern New Hampshire University.

Prerequisites: Various certificate courses require preparatory background. IT 200 requires IT 100 Introduction to Information Technology and Microcomputer Applications or appropriate work experience with computers. When waived for certificate candidates with appropriate work experience, prerequisite courses still remain as requirements for degree candidates (but may be satisfied by transfer- or prior-credit awards).

Time Limits: Most certificate programs are scheduled so that concentration courses can be completed within one year, but students are free to set their own paces.

Satisfactory Performance: A student must maintain a minimum cumulative grade-point average of "C" (2.0 on a 4-point scale) to receive a certificate.

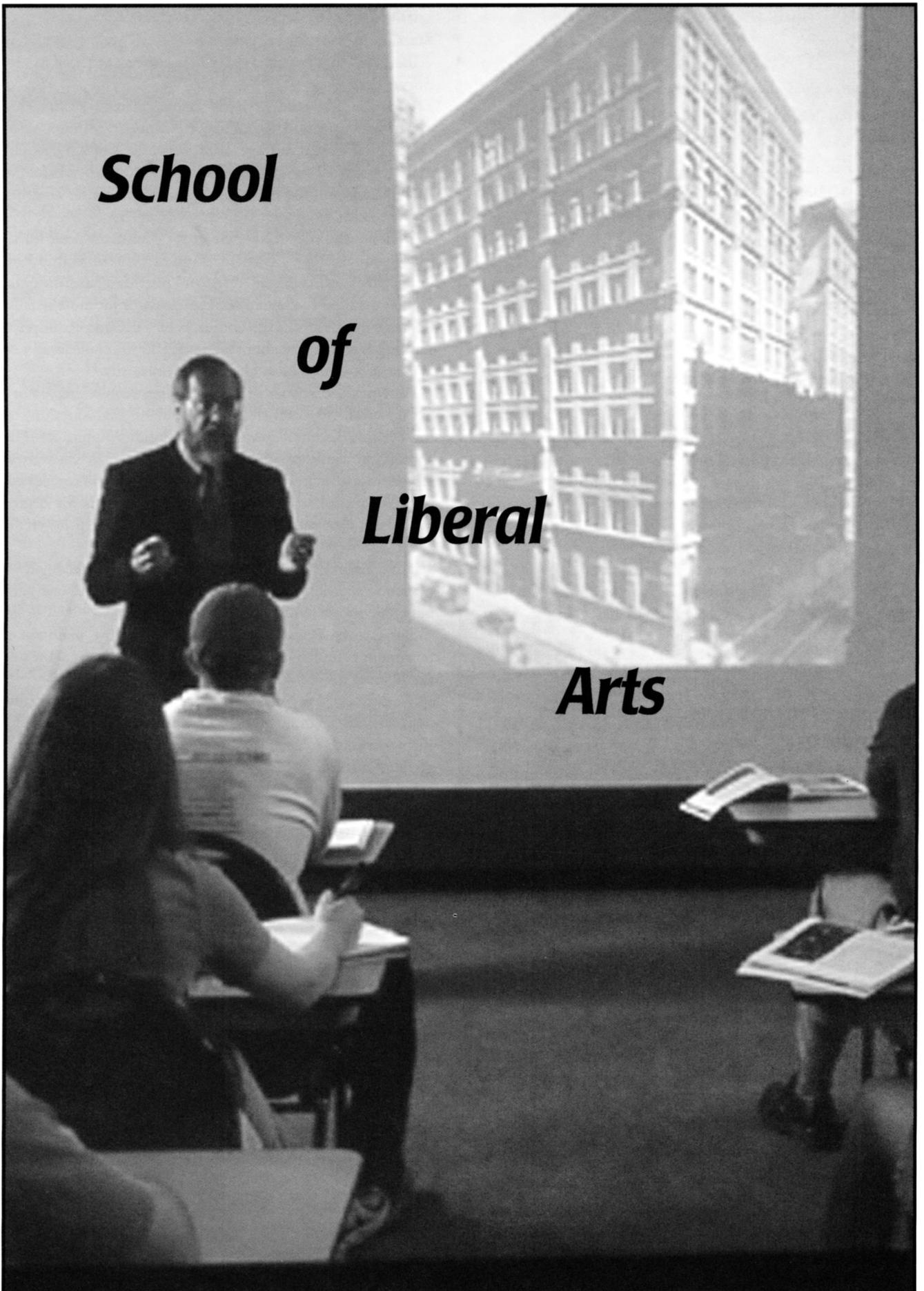
Worksheet Maintenance: Although the university maintains official records, students are responsible for keeping their worksheets current by posting courses completed and grades awarded.

Catalog: In general, certificate students should follow the policies and procedures outlined in the Continuing Education Bulletin, with only minor variations. For example, the same policies apply for withdrawals, refunds, grading and make-up classes.

Certificate conferral: The student must advise the Division of Continuing Education upon completion of all required courses.

Credit earned: All credits earned in the certificate programs are recorded on students' transcripts and may be applied to degree programs.

Dual certificates: To receive another certificate, a student must take a minimum of four courses toward the second certificate.



School

of

Liberal

Arts

School of Liberal Arts

Dean: Dr. Roberta Salper

The Liberal Arts Curriculum

Southern New Hampshire University believes that a liberal arts education is the beginning of a lifelong pursuit of knowledge, appreciation and understanding. The liberal arts programs include a structured foundation of general knowledge, a focused in-depth study in the major area and the flexibility to minor in another liberal arts or business area. Students choosing liberal arts majors also may select a business minor, a cooperative work experience or a teacher certification program. The liberal arts curriculum at Southern New Hampshire University affords flexibility and focus, allowing students to challenge themselves intellectually and experience the joy of learning while preparing for careers.

The Liberal Arts Core

The liberal arts core curriculum offers a structured approach to attaining the general knowledge necessary for meaningful study in the major area. Students in each major program will begin with the liberal arts core and add major courses, allied courses and free electives that match their individual needs and interests.

Liberal Arts Core

(Courses are 3 credits unless otherwise indicated)

Select one of the following six:

LIT	201	Survey of World Literature in Translation I
LIT	202	Survey of World Literature in Translation II
LIT	213	Survey of American Literature I
LIT	214	Survey of American Literature II
LIT	223	Survey of British Literature I
LIT	224	Survey of British Literature II

Select one of the following four:

HIS	109	Western Civilization I: Prehistory to Renaissance
HIS	110	Western Civilization II: Renaissance to the Present
HIS	113	United States History I: 1607 -1865
HIS	114	United States History II: 1865-Present

Select one of the following four:

POL	109	Introduction to Politics
POL	210	American Politics
PSY	108	Introduction to Psychology
SOC	112	Introduction to Sociology

FAS	201	Introduction to the Humanities I: Greece through the Renaissance
FAS	202	Introduction to the Humanities II: Baroque through Modern

Select one of the following two:

One MAT Elective

One SCI Elective

Total Core Credits: 18

Liberal Arts Programs

Advertising

Program Coordinator: Dr. Patricia Spirou

The advertising major at Southern New Hampshire University was developed in response to student demand and the growing number of career options available to students in this \$400 billion-a-year industry. The program combines elements from the business, advertising, marketing and communication fields and allows students the flexibility to tailor the major to their areas of interest.

Students may choose between a business focus and a liberal arts focus. Both programs require the same major courses and offer the same related electives. This program is the only one of its kind in New England that offers students this option.

Graduates will be well prepared to enter the advertising industry in the creative and management divisions of corporations and agencies.

Advertising Curriculum - Bachelor of Arts

B.A./B.S. Core: 45 credits

Liberal Arts Core: 18 credits

Major Courses

(Courses are 3 credits unless otherwise indicated)

ADV/MKT	329	Principles of Advertising
ADV	363	Advertising Copy and Design
ADV	429	Advertising Campaigns
ADV/MKT	440	Advertising Media Planning
COM	126	Introduction to Communication
COM	230	Graphics and Layout in Print Media

Total Major Credits: 18

Select 15 credits from the following elective courses:

ADV	362	Advertising Account Executive Seminar
ADV	428	Promotional Research and Media Measurement
COM	232	Desktop Publishing
FMK	101	Basic Design and Color Theory
FMK	203	Retail Sales Promotion
MKT	345	Consumer Behavior
MKT	360	Direct Interactive Marketing

Total Elective Credits: 15*

*Students are encouraged to use 3, 6 or 12 credits of free electives to complete a co-op work experience related to advertising.

Allied Courses

MKT	113	Introduction to Marketing
MKT	337	Marketing Research

Total Allied Credits: 6

FEX 100 (degree requirement) and Free Electives: 18 credits

Total Credits: 120

Arts and Humanities

Department Chair: Dr. Robert Craven

Humanities is an interdisciplinary major that explores the relationships between art, literature, history, philosophy and the social sciences. The major is the broadest and most varied of the liberal arts programs and offers a multifaceted perspective on cultural history and the development and perception of the human condition.

Humanities Curriculum - Bachelor of Arts

B.A./B.S. Core: 45 credits

Liberal Arts Core: 18 credits

Major Courses

(Courses are 3 credits unless otherwise indicated)

Select two of the following six:

LIT	201	Survey of World Literature in Translation I
LIT	202	Survey of World Literature in Translation II
LIT	213	Survey of American Literature I
LIT	214	Survey of American Literature II
LIT	223	Survey of British Literature I
LIT	224	Survey of British Literature II

ENG	333	Introduction to Linguistics
HIS		One 300-level or higher History Elective
LIT	301	World Mythology
LIT	356	Men and Women in Literature
PHL	230	Religions of the World
PSY	108	Introduction to Psychology (from B.A./B.S. Core)
PSY	216	Psychology of Personality
PSY	331	Human Sexuality

Select one of the following four:

COM	448	Law of Mass Communication
HUM	485	Senior Thesis in Humanities
POL	306	The American Legal System in Political Perspective One Elective from ATH, COM, FAS, GEO, HIS, PHL, POL or SOC

Total Major Credits: 30

Allied Courses

EDU	200	Introduction to Education
SOC	112	Introduction to Sociology

Total Allied Credits: 6

FEX 100 (degree requirement) and Free Electives: 21 credits

Total Credits: 120

Communication

Department Chair: TBA

The communication major combines training in communication skills and theory with a thorough grounding in the liberal arts. In addition, students take at least two marketing courses to help prepare them for work in a variety of fields, such as public relations, government relations, advertising, employee communication and training, and commercial and industrial writing.

Students are encouraged to develop special competencies in particular areas. For example, students can choose to take advanced courses in public relations, print journalism, technical writing and video production. Students in some courses receive hands-on training and experience with real-world clients. Students also may apply for a cooperative education option.

Communication Curriculum - Bachelor of Arts

B.A./B.S. Core: 45 credits

Liberal Arts Core: 18 credits

Major Courses

(Courses are 3 credits unless otherwise indicated)

COM	126	Introduction to Communication
COM	227	Principles of Public Relations
COM	230	Graphics and Layout in Print Media
COM	231	Desktop Publishing
COM	235	Introduction to Journalism
COM	322	Advanced Public Speaking
ENG	220	Business Communication
COM		Three Communication Electives*
ENG/LIT		One English or Literature Elective

Total Major Credits: 33

* Note: ADB 211, ENG 333, ENG 355, FMK 101, IT 270, LIT 342, MKT 331, ADV 428 and ADV 429 may also fulfill the communication electives requirements listed above.

Allied Courses

MKT	113	Introduction to Marketing
MKT/ADV	329	Principles of Advertising
PSY	108	Introduction to Psychology (from Liberal Arts Core)

Total Allied Credits: 6

FEX 100 (degree requirement) and Free Electives: 18 credits

Total Credits: 120

English Language and Literature

Department Chair: Professor Robert Fleeson

The English language and literature program stresses the development of reading, writing, critical-thinking and research skills. It provides students with the broad educational experience many employers look for in college graduates. The program gives students the flexibility to choose a business or liberal arts minor, a teaching certification program or a cooperative education experience.

The program includes an extensive overview of American and British literature and a sampling of world literature. Students also are required to take courses in linguistics, grammar, advanced nonfiction writing and the works of Shakespeare. Optional courses include Greco-Roman and medieval literature and writing workshops in poetry, fiction, journalism and drama.

ELL majors also must choose from a variety of survey courses in cultural and art history, western civilization, anthropology, sociology, psychology, finite math, political science and philosophy. Every ELL major is required to take a minimum of two history courses and one senior seminar in literature. Students may choose minors in nearly any subject, including specialized minors available in business and creative writing. A senior thesis option is available for students who wish to pursue graduate studies in writing, research or literature.

English Language and Literature Curriculum Bachelor of Arts

B.A./B.S. Core: 45 credits

Liberal Arts Core: 18 credits

Major Courses

(Courses are 3 credits unless otherwise indicated)

ENG 333	Introduction to Linguistics
ENG 355	English Grammar
LIT 319	Shakespeare

Select one of the following two:

LIT 201	Survey of World Literature in Translation I
LIT 202	Survey of World Literature in Translation II

Select one of the following two:

LIT 213	Survey of American Literature I
LIT 214	Survey of American Literature II

Select one of the following two:

LIT 223	Survey of British Literature I
LIT 224	Survey of British Literature II

Select one of the following three:

LIT 315	Survey of Theater
LIT 316	Contemporary Drama
LIT 337	Contemporary Poetry

Select one of the following two:

LIT 326	Medieval Literature
LIT 365	Classic Literature of Greece and Rome

Select one of the following four:

COM 235	Introduction to Journalism
COM 435	Feature Writing
ENG 329	Fiction Writing Workshop
ENG 330	Nonfiction Writing Workshop

Select one of the following four:

LIT 450	Seminar in American Literature
LIT 451	Seminar in British Literature
LIT 452	Seminar in World Literature
LIT 453	Seminar on the Works of Hardy, Conrad and Lawrence

Select one of the following two:

HIS 109	Western Civilization I: Prehistory to Renaissance
HIS 110	Western Civilization II: Renaissance to the Present

Select one of the following two:

HIS 113	United States History I: 1607 to 1865
HIS 114	United States History II: 1865 to present

Allied Courses

PSY 108	Introduction to Psychology (from B.A./B.S. Core)
SOC 112	Introduction to Sociology (from B.A./B.S. Core)

Total Major Credits: 36

FEX 100 (degree requirement) and Free Electives: 21 credits

Total Credits: 120

History

Department Chair: Dr. Julianne Cooper

Students majoring in history must complete seven core history courses and a series of upper-level history courses in a specific concentration. Concentrations include American history, European studies, historical tourism and a self-designed concentration. It also is recommended that history majors take at least two years of HON Model United Nations.

The flexibility of the history major allows students to focus on one theme or area of particular interest. Students interested in such areas as historic preservation, museum work and archival or cultural resource management may want to choose the historical tourism concentration. The concentration is a unique combination of traditional history and the business of tourism. It was designed through collaboration with the School of Hospitality, Tourism and Culinary Management to allow the Southern New Hampshire University student to become what has been called "the ultimate tour guide."

The history major is flexible, and students may, in consultation with their advisors, choose to organize the major to focus on a theme or area of particular interest.

History Curriculum - Bachelor of Arts

B.A./B.S. Core: 45 credits

Liberal Arts Core: 18 credits**

Major Courses

(Courses are 3 credits unless otherwise indicated)

HIS	109	Western Civilization I: Prehistory to Renaissance*
HIS	110	Western Civilization II: Renaissance to the Present*
HIS	113	United States History I: 1607-1865*
HIS	114	United States History II: 1865-Present*
HIS	340	Historical Methods
HIS	460	History Colloquium

Select one of the following two:

GEO	201	World Geography *
HIS	301	World History and Culture^

Total Major Credits: 21

**May be taken as B.A./B.S. or Liberal Arts Core courses*

***American history majors are required to take LIT 213 for the Early Track or LIT 214 for the Modern Track as allied courses within the Liberal Arts Core.*

^American History majors are required to take HIS 301.

American History - Early America or Modern America Tracks

Early America Track Courses

(Courses are 3 credits unless otherwise indicated)

HIS	314	European Conquest of the New World
HIS	321	The Ancient World of Greece and Rome
HIS	332	Colonial New England
LIT	213	Survey of American Literature I

Total Track Credits: 12

Modern America Track Courses

(Courses are 3 credits unless otherwise indicated)

HIS	241	World War II
HIS	245	United States History Since 1945
HIS	330	Civil War and Reconstruction
LIT	214	Survey of American Literature II

Total Track Credits: 12

History Electives

Select three of the following eight:

ECO	308	U.S. Economic History
HIS	215	American Intellectual History I
HIS	216	American Intellectual History II
HIS	218	American Diplomatic History
HIS	220	Modern European History: 1890-Present
HIS	315	Russian/Soviet Society in the 20th Century
HIS	319	African-American History Since the Civil War
POL	301	American Foreign Policy Since the Cold War

Total History Elective Credits: 9

Free Electives

Select 15 credits from the following elective courses or from the list of history electives above:

(Courses are 3 credits unless otherwise indicated)

ATH	111	Introduction to Cultural Anthropology
FAS	370	American Art
LIT	201	Survey of World Literature in Translation I
LIT	202	Survey of World Literature in Translation II
LIT	223	Survey of British Literature I
LIT	224	Survey of British Literature II
LIT	332	The Nature Writers
LIT	336	Thoreau and His Contemporaries
POL	214	Political Theory

FEX 100 (degree requirement) and Free Electives: 18 credits

Total Credits: 120

European History Concentration

(Courses are 3 credits unless otherwise indicated)

HIS	220	Modern European History: 1890- Present
-----	-----	--

Select two of the following nine:

HIS	215	American Intellectual History I
HIS	216	American Intellectual History II
HIS	218	American Diplomatic History
HIS	301	World History and Culture
HIS	314	European Conquest of the New World
HIS	315	Russian/Soviet Society in the 20th Century
HIS	321	The Ancient World of Greece and Rome
HIS	322	The Rise of Christianity in the West

One 300- or 400-level Elective

(with permission of student's advisor and the program coordinator/department chair)

Allied Courses

Select two of the following six:

LIT	201	Survey of World Literature in Translation I
LIT	202	Survey of World Literature in Translation II
LIT	223	Survey of British Literature I
LIT	224	Survey of British Literature II
LIT	319	Shakespeare

One 300- or 400-level Elective

(with permission of student's advisor and the program coordinator/department chair)

Select one of the following three:

LIT	301	World Mythology*
LIT	452	Seminar in World Literature
PHL	230	Religions of the World*

Total Concentration Credits: 18

FEX 100 (degree requirement) and Free Electives: 18 credits

Total Credits: 120

**May be taken as B.A./B.S. or Liberal Arts Core courses*

Historical Tourism Concentration**Major Courses**

(Courses are 3 credits unless otherwise indicated)

HIS310/HTM 310	History of Tourism
HIS312/HTM 312	Traditions of Civility
HTM 112	Dimensions of Services Management
HTM 220	Managing Cultural Diversity through Geography of Global Cultures

Select three of the following five:

HIS 301	World History and Culture
HTM 306	Tour Management and Operations
HTM 311	Tourism Planning and Policy Development
HTM 400	Economic Impact of Tourism
HTM 402	Sustainable Tourism

Select one of the following three:

LIT 301	World Mythology*
PHL 230	Religions of the World*
SOC 213	Sociology of Social Problems*

Total Concentration Credits: 24

FEX 100 (degree requirement) and Free Electives: 12 credits

Total Credits: 120

May be taken as B.A./B.S. or Liberal Arts Core courses.It is recommended that historical tourism majors use at least 6 of their free elective credits (two courses) for specific history courses to gain more in-depth knowledge of specific geographic areas.***Self-designed Concentration**

The history major allows those students who wish to organize their degree programs around an individual theme to work with their advisors and the history program coordinator to select courses that fulfill the requirements.

Select three of the following:

Students should consult with their advisor and the program coordinator/department chair to select three 200- to 400-level HIS electives that focus on a particular theme.

Select five of the following:

Students should consult with their advisor and the program coordinator/department chair to select five 200- to 400-level electives from the university curriculum that focus on a particular theme.

Total Concentration Credits: 24

FEX 100 (degree requirement) and Free Electives: 12 credits

Total Credits: 120

Political Science**Program Coordinator: Dr. Paul Barresi**

The political science major at Southern New Hampshire University provides students with a solid theoretical and practical foundation in the art of politics. It emphasizes the development of critical-thinking and analytical skills in political contexts, as well as the ability to communicate effectively both orally and in writing on topics of political concern. The polit-

ical science major prepares students for careers in electoral politics, political or public policy consulting, the civil service and the diplomatic corps, and for entry-level positions in any of the vast array of public and private sector fields that require a broad liberal arts education and the analytical and communications skills that the political science major provides. The major also prepares students for graduate study in political science and for law school, as well as for a lifetime of citizenship in a politically complex and increasingly globalized world.

Students in the political science major may choose from three concentrations: International Relations, American Politics, and Public Law and Policy. The International Relations concentration focuses on the political dynamics of the international community, including the roles played by nations, states and non-state, international actors. The courses in this concentration aim to keep pace with new developments in this rapidly changing field, including the origins and impacts of recent and emerging international phenomena, such as globalization, international terrorism and global climate change.

The American Politics concentration focuses on the structure and function of the American political system at the national, state and local levels, with a dual emphasis on electoral politics and on politics as a policy-making process. Southern New Hampshire University's location in the largest city of the state with the first-in-the-nation presidential primary gives an added dimension to the electoral politics part of the concentration. POL 317 Campaigns and Elections, which is timed to coincide with the presidential primary season, offers students an opportunity both to study and to acquire hands-on experience participating in presidential politics at the grassroots level.

The Public Law and Policy concentration focuses on the formation and implementation of public law and policy in the United States, in foreign countries and at the international level, both in the courts and through the administrative process. Students may choose from a wide variety of courses that explore how law and policy shape how governments interact with one another, with individuals and with private sector institutions, including courses in environmental law and policy, civil liberties and civil rights, and business law and policy.

Political Science Curriculum - Bachelor of Arts

B.A./B.S. Core: 45 credits

Liberal Arts Core: 18 credits

Major Courses

(Courses are 3 credits unless otherwise indicated)

GEO 201	World Geography
POL 109	Introduction to Politics
POL 201	Research Methods in Political Science
POL 210	American Politics
POL 211	International Relations
POL 213	Comparative Politics
POL 214	Political Theory

Total Major Credits: 21

Concentration in International Relations (Option 1)

Select three of the following six:

- POL 301 American Foreign Policy Since the Cold War
- POL 302 Regionalism, Globalization and International Organizations
- POL 303 International Security Studies
- POL 304 The Politics of Sustainable Development
- POL 319 Environmental Politics
- POL 320 Environmental Law and Policy

Total Concentration Credits: 9

Concentration in American Politics (Option 2)

Select three of the following six:

- POL 305 State and Local Government
- POL 306 The American Legal System in Political Perspective[^]
- POL 317 Campaigns and Elections
- POL 318 American Political Parties
- POL 319 Environmental Politics
- SOC 330 Minority Relations

Total Concentration Credits: 9

[^]Required for students in the Pre-Law Program

Concentration in Public Law and Policy (Option 3)

Select three of the following six:

- ECO 330 Public Finance
- INT 309 Legal Environment of International Business
- POL 306 The American Legal System in Political Perspective[^]
- POL 316 Civil Liberties, Civil Rights and the Judicial Process[^]
- POL 320 Environmental Law and Policy
- POL 350 Business, Government and Public Policy

Total Concentration Credits: 9

[^]Required for students in the Pre-Law Program

Political Science Electives

Select three of the following eight*:

- ATH 111 Introduction to Cultural Anthropology
- ECO 308 U.S. Economic History
- ECO 322 International Economics
- HIS 218 American Diplomatic History
- HIS 220 Modern European History: 1890-present
- HIS 245 United States History Since 1945
- HIS 301 World History and Culture
- HON 321/324 Model United Nations

Total Political Science Elective Credits: 9

**Foreign language study or POL courses not listed among a student's concentration options also may serve as electives.*

FEX 100 (degree requirement) and Free Electives: 18 credits

Total Credits: 120

Pre-Law

Contact: Dr. Paul A. Barresi

The Pre-Law Program at Southern New Hampshire University is an instructional and mentoring program designed to implement the recommendations of the Pre-law Committee of the American Bar Association (ABA). Students in any major within the School of Liberal Arts may participate in the program. In addition to the courses required for their majors, all students in the program must take POL 306 The American Legal System in Political Perspective and POL 316 Civil Liberties, Civil Rights and the Judicial Process. In addition, students in the program may take advantage of the services of the Pre-Law advisor, who is both a full-time School of Liberal Arts faculty member and a lawyer, and is available to advise students in all matters related to their preparation for law school and the practice of law. Students who complete the requirements of the Pre-Law Program may have that fact indicated on their transcripts.

Required Courses

In its statement on preparation for legal education, the ABA emphasized that "taking difficult courses from demanding instructors" is the best preparation for law school, and does not recommend any particular undergraduate major or group of courses as better than any other in that regard. Nevertheless, it also emphasizes that there are certain skills that will provide pre-law students with a solid foundation for law school. Accordingly, the ABA recommends that pre-law students "seek courses and other experiences that will engage them in critical thinking about important issues, that will engender in them tolerance for uncertainty, and that will give them experience in structuring and evaluating arguments for and against propositions that are susceptible to reasoned debate."

The Pre-Law Program's two required courses have been designed with the ABA's recommendation in mind. POL 306 The American Legal System in Political Perspective offers a broad introduction to the structure and function of the American legal system as an aspect of American government. Students will read abbreviated judicial opinions and will learn how to write a simple legal memorandum analyzing a legal issue of concern to hypothetical clients in the light of the legal reasoning and conclusions in those opinions.

POL 316 Civil Liberties, Civil Rights and the Judicial Process is modeled on a first-year law school course. The readings consist almost exclusively of abbreviated versions of U.S. Supreme Court opinions. Students will learn how to write brief formal summaries of these opinions of the type typically prepared by American law students and lawyers, and will be expected to participate actively in the type of in-class Socratic dialogues that are the standard method of instruction in American law schools.

Other Courses

Pre-law students might find some exposure to particular fields of law at the undergraduate level useful as an aid in planning their future career paths. In addition to the Pre-Law Program's two required courses, Southern New Hampshire University currently offers the following law-related courses:

ADB	206	Business Law I
ADB	307	Business Law II
COM	448	Law of Mass Communication
INT	309	Legal Environmental of International Business
POL	320	Environmental Law and Policy
SPT	207	Law and Sport Management

Psychology**Department Chair: Dr. Betsy Gunzelmann**

We at Southern New Hampshire University believe students learn best when they are allowed to integrate classroom experiences into such applied learning situations as case studies, group projects, volunteer and experiential learning, internships, field trips, and involvement in research activities, professional organizations and clubs. These experiences allow students to demonstrate what they have learned while receiving immediate feedback from their peers, professors and various professionals in the field. The field-based experiential model allows students to experience different aspects of the broad field of psychology early in their program studies, beginning in the first year.

The psychology program at Southern New Hampshire University is a four-year program that is designed to offer students a solid foundation in the content, methods and processes of psychology. Students will develop an understanding of human behavior from a psychological perspective and will acquire practical experience by demonstrating competency through a variety of tasks designed to measure their ability and expertise.

Graduates may pursue graduate studies in psychology or other social sciences or enter careers that emphasize interpersonal relations and human resource management.

Psychology Curriculum - Bachelor of Arts

B.A./B.S. Core: 45 credits

Liberal Arts Core: 18 credits

Major Courses

(Courses are 3 credits unless otherwise indicated)

PSY	108	Introduction to Psychology
PSY	211	Human Growth and Development
PSY	215	Psychology of Abnormal Behavior
PSY	216	Psychology of Personality
PSY/SOC	224	Research Methods
PSY	291	Experiential Learning Practicum
PSY	335	Assessment and Testing
PSY	444	Senior Seminar in Psychology

Total Major Credits: 24

Electives

Select three PSY Electives*

Allied Courses

ATH	111	Introduction to Cultural Anthropology
SOC	213	Sociology of Social Problems

Total Allied Credits: 6

FEX 100 (degree requirement) and Free Electives: 18 credits

Total Credits: 120

Child & Adolescent Development Concentration

Psychology majors may choose to focus on a specific area of psychology. Students must take a minimum of 12 credits in the focused area.

* The following courses should be taken in place of the three psychology electives:

PSY	311	Child and Adolescent Development
PSY	312	Psychology of Childhood and Adolescent Adjustment
PSY	314	Disorders of Childhood and Adolescent Adjustment

Select one of the following six:

PSY	201	Educational Psychology
PSY	313	Behavior Management
PSY	317	Reading and Research in Psychology
PSY	320	Psychology of Individual Differences and Special Needs
PSY	443	Psychology Internship
PSY	480	Independent Study

Concentration Credits: 12

FEX 100 (degree requirement) and Free Electives: 18 credits

Total Credits: 120

Public Relations**Program Coordinator: TBA**

The major requirements that Southern New Hampshire University's communications faculty has developed are based on the Public Relations Society of America's finding that future public relations practitioners need a liberal arts and science foundation to meet the expanding demands of the profession. Students will develop competencies demanded by the profession in a program patterned after several highly ranked programs at larger universities. This extends to students the benefits of a progressive and modern public relations education that might be found at a large university, yet in a small-college setting with small classes and interaction with faculty members and professionals.

Public Relations Curriculum - Bachelor of Arts

B.A./B.S. Core: 45 credits

Liberal Arts Core: 18 credits

Major Courses

(Courses are 3 credits unless otherwise indicated)

COM	227	Principles of Public Relations
COM	230	Graphics and Layout in Print Media
COM	232	Desktop Publishing
COM	235	Introduction to Journalism
COM	340	Writing for Public Relations
COM	446	Public Relations Administration
COM	448	Law of Mass Communication
COM	452	Public Relations Campaign Planning Seminar

Total Major Credits: 24

Electives

Select a total of 12 credits from the following:

ADV/MKT	329	Principles of Advertising
ENG	220	Business Communication
IT	270	Client Side Web Development
IT	370	Server Side Web Development
MKT	113	Introduction to Marketing
COM	126	Introduction to Communication
COM	322	Advanced Public Speaking
COM	336	Broadcast Public Relations
COM	341	Technical Writing
COM	342	Writing for the Computer Industry
COM	444	Video Production
COM	480	Independent Study

Allied Course/Research Requirement

Select one of the following:

PSY	108	Introduction to Psychology (from Liberal Arts core)
POL	110	Introduction to Government (from Liberal Arts core)
POL	201	Research Methods in Political Science
PSY/SCS	224	Research Methods

Total Allied Credits: 3

FEX 100 (degree requirement) and Free Electives: 18 credits*

Total Credits: 120

**Students are encouraged to use 3, 6 or 12 credits of free electives to complete a co-op work experience related to public relations.*

Social Sciences

Department Chair: Dr. James Walter

Southern New Hampshire University's four-year social science program is designed to offer students a solid foundation in the content, methods and processes of the social sciences, and to help them develop an understanding of human behavior from a social science perspective.

The social science major features an interdisciplinary course of study designed for students who want to focus on a concentration in the social sciences. Students can design a program that includes psychology, sociology, anthropology, government, economics and history. Students will consult with their academic advisers when selecting their concentrations.

There is within the social science program a strong focus and commitment to the goals and objectives of the liberal arts core, which offers students a structured approach to attaining the general knowledge needed for meaningful study in their areas of concentration.

Social Science Curriculum - Bachelor of Arts

B.A./B.S. Core: 45 credits

Liberal Arts Core: 18 credits

Major Courses

(Courses are 3 credits unless otherwise indicated)

Select one of the following three:

ECO	322	International Economics
ECO	327	Economic Development
ECO	345	History of Economic Thought

GEO	201	World Geography
SOC	213	Sociology of Social Problems

Select one of the following two:

POL	211	International Relations
POL	213	Comparative Politics

PSY	211	Human Growth & Development
SCS/PSY	224	Research Methods
SCS	444	Senior Seminar in Social Science One Social Science Elective

Social Science Concentration Credits*: 12

Total Major Credits: 36

Allied Courses

ATH	111	Introduction to Cultural Anthropology
-----	-----	---------------------------------------

Total Allied Credits: 3

FEX 100 (degree requirement) and Free Electives: 18 credits

Total Credits: 120

**Choose four courses in one of the following areas: PSY, SOC, POL or ECO, beyond those designated as core, major, designated or allied courses.*

PSY 108, SOC 112, POL 109 and POL 210 are prerequisites for required major courses. Students who have not taken one of these introductory courses to fulfill B.A./B.S. or Liberal Arts Core requirements must take the course as a social science elective.

Mathematics/Science

Department Chair: Professor Alec Ingraham

In order for our graduates to prosper in today's society, they must be able to deal intelligently with quantitative information. Most employers consider a familiarity with mathematical techniques a valuable asset. As a consequence, the mathematics faculty:

- tailors its curriculum to suit the needs of the students and the major areas of study at Southern New Hampshire University.
- offers all mathematics/science courses designated by the various cores.
- provides electives for individuals wishing to emphasize mathematics and science in their educations and also for those intending to enroll in graduate courses that require quantitative sophistication.

In addition, the faculty provides an accelerated mathematics sequence that is available in the day undergraduate school for students with an interest and ability in mathematics.

Associate Degrees

Some students wish to complete a two-year degree program, sometimes as a first step toward a four-year degree. All credits earned in Southern New Hampshire University's two-year associate degree programs may be transferred into four-year programs.

Liberal Arts Curriculum - Associate in Arts

Contact: Professor Christopher Toy

Liberal arts is a two-year program leading to an associate degree. Students completing this program might transfer to a four-year liberal arts major or a four-year business program.

(Courses are 3 credits unless otherwise indicated)

ENG	120	College Composition I
ENG	121	College Composition II
ENG	212	Public Speaking
FAS	201	Introduction to the Humanities I: Greece through the Renaissance
FAS	202	Introduction to the Humanities II: Baroque through Modern
FEX	100	Freshman Experience Seminar
IT	100	Introduction to Information Technology
LIT		One English Literature Elective
MAT	120	Finite Mathematics

Select two of the following four:

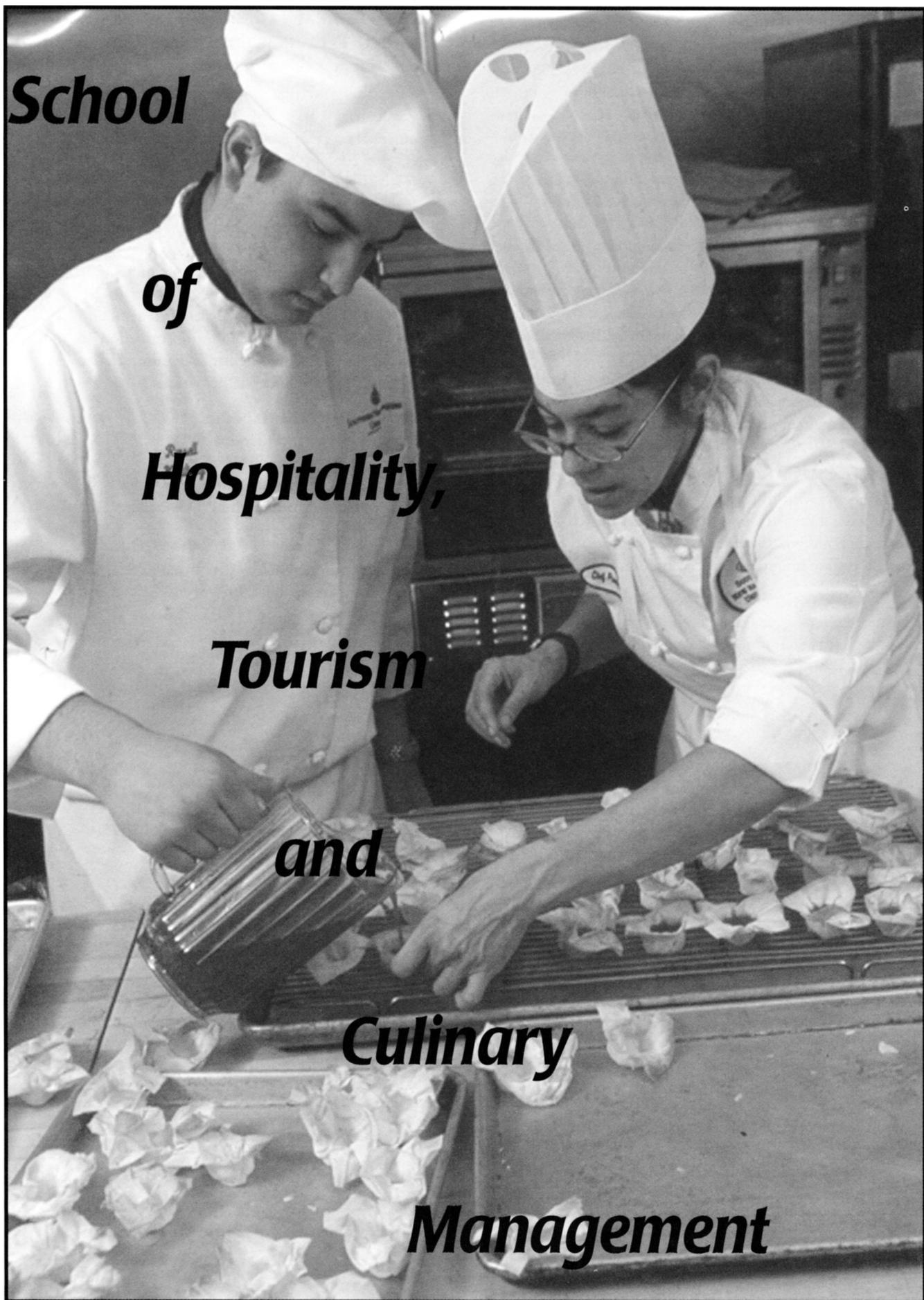
POL	109	Introduction to Politics
POL	210	American Politics
PSY	108	Introduction to Psychology
SOC	112	Introduction to Sociology
HIS		One History Elective
PHL		One Philosophy Elective
SCI		One Science Elective

Free Electives: 12 credits

Liberal Arts Electives: 6 credits

Total Credits: 60





School of Hospitality, Tourism and Culinary Management

Dean: William R. Petersen, CRDE, CHE

The mission of the School of Hospitality, Tourism and Culinary Management is to anticipate and respond to the needs and expectations of men and women preparing to embark on management and operational careers in the largest global industry, hospitality and tourism. Our multidiscipline programs focus on the synthesis of values, knowledge and competencies required by a rapidly expanding and diverse service industry. The student is central to the educational process at Southern New Hampshire University, and we strive to foster learning partnerships that utilize current industry practices and promote professional development and lifelong learning.

We offer programs to a broad range of students - those beginning their college educations, those with junior college degrees in hospitality, those already in the workplace and those who wish to acquire technical skills in specific disciplines.

Southern New Hampshire University offers four-year programs that lead to bachelor of science degrees in hospitality and tourism management, with majors in club management, convention and event management, destination management, food and beverage management, hotel and resort management and travel management.

Southern New Hampshire University also offers a two-year culinary arts major leading to an associate in applied science degree in culinary arts. Students in the culinary arts degree program may transfer to the four-year program at the end of their two years and receive substantial credits toward a bachelor of applied science in hospitality administration or a bachelor of science degree in hospitality and tourism management. Students who already have an associate degree in hospitality or tourism from accredited colleges may enroll in an upper-division program in hospitality administration that leads to a bachelor of applied science in hospitality administration (B.A.S.H.A.). This degree includes an eight-month cooperative education experience and normally is completed in two calendar years.

International students who have obtained a three-year hospitality diploma from accredited institutions also may apply for entry into a specially designed hospitality program that leads to a bachelor of applied science degree in hospitality administration. This program encompasses two academic semesters of cooperative education and two summer sessions of academic work.

Hospitality and Tourism Management Programs

Department Chair: Professor Susan Torrey, CHE

The Hospitality Core courses offer a foundation of general business, hospitality and communication skills necessary for a successful career in lodging, food and other tourism businesses. Students in each bachelor of science degree program will add major courses, 1,000 hours of industry experience and free electives that will further support individual career goals. Southern New Hampshire University's hospitality and tourism management program provides students with a greater understanding of hospitality and tourism and their roles in economic, social and cultural development. Students will develop the skills and knowledge they need to manage the human, physical and financial resources of hospitality and tourism organizations and to do so in an environmentally responsible manner.

Hospitality and tourism professionals require the combination of management, leadership and marketing skills that our program provides. Business and liberal arts courses and interaction with international students are fundamental elements of hospitality and tourism education at the university. Students who major in hospitality and tourism management will choose between majors in club management, hotel and resort management, food and beverage management, destination management, travel management and convention and event management. Students may earn a double major by completing two areas of study.

Hospitality and Tourism Management

Hospitality and Tourism Management Core

(Courses are 3 credits unless otherwise indicated)

ACC	101	Introduction to Accounting and Financial Reporting I
ACC	102	Introduction to Accounting and Financial Reporting II
ENG	220	Business Communication
FIN	320	Introduction to Business Finance
HTM	112	Dimensions of Services Management
HTM	116	Management of Safety, Sanitation and Security
HTM	220	Managing Cultural Diversity through Geography of Global Cultures
HTM	228	Leadership in Hospitality and Tourism: Managing Human Capital
HTM	314	Hospitality and Tourism Marketing
HTM	320	Hospitality Managerial Accounting
HTM	420	Financial Management in the Hospitality Industry
HTM	416	Legal Issues in the Hospitality and Tourism Industry
HTM	421	Services Management: A Strategic Approach
MKT	113	Introduction to Marketing
Total Core Credits:		42

Club Management

Private club management is a growing component of the world's largest industry, hospitality and tourism. The club management curriculum leads to a bachelor of science degree in hospitality and tourism management and includes liberal arts, business and specialized courses in operations management for the private club industry. The major in club management builds on traditional academic foundations and service, hospitality and tourism management competencies.

The curriculum is structured to provide students with an education that is grounded in theory and practical experience. An integral part of the curriculum is the 1,000-hour work experience requirement, which must be completed prior to graduation. The club management work experience can take place throughout the program of study and with a variety of club organizations across the United States. The work experience prepares of students for careers in the increasingly complex, challenging and rewarding club management industry.

Club Management Curriculum Bachelor of Science

B.A./B.S. Core: 45 credits

Hospitality and Tourism Management Core: 42 credits

Major Courses

(Courses are 3 credits unless otherwise indicated)

HTM/TCI	109	Quantity Food Purchasing
HTM/SPT	364	Private Club Management
HTM	418	Hospitality Facilities Management
HTM	422	Beverage Management and Control
SPT	208	Sport Marketing
SPT	323	Golf Management

Total Major Credits: 18

FEX 100 (degree requirement) and Electives: 18 credits

Suggested Electives

HTM	210	Introduction to Food Preparation
HTM	211	Commercial Food Production Management
HTM/HIS	312	Traditions of Civility
HTM	327	Food & Beverage Operations Management
HTM	340	Special Events Management
HTM	401	Convention Sales and Group Planning
HTM	428	Resort Development
HTM	430	Casino and Gaming Operations
TCI	243	Principles of Table Service (1.5 credits)
TCI	245	Catering (1.5 credits)

Total Credits: 123*

**Students must complete 1,000 hours of practical experience in the hospitality and tourism industry, with a 200-hour minimum in customer contact service, in order to graduate.*

Convention and Event Management

Convention and event management is a growing component of the world's largest industry, hospitality and tourism. The convention and event management curriculum leads to a bachelor of science degree in hospitality and tourism management and includes liberal arts, business and specialized courses in operations management for the convention, meetings and events industry.

The Convention and Event Management Program builds on foundations in traditional academic areas and on service, hospitality and tourism management competencies. The curriculum is structured to provide students with an education that is grounded in theory and practical experience.

An integral part of the curriculum is the 1,000-hour work experience that students are required to complete prior to graduation. The convention and event management work experience can take place throughout the program of study. Opportunities exist with a variety of meeting and convention properties and organizations that plan meetings, conventions and other special events throughout the United States. The work experience prepares students for careers in the increasingly complex, challenging and rewarding meeting, convention and special events industry.

Convention and Event Management Curriculum - Bachelor of Science

B.A./B.S. Core: 45 credits

Hospitality and Tourism Management Core: 42 credits

Major Courses

(Courses are 3 credits unless otherwise indicated)

HTM	210	Introduction to Food Preparation
HTM	211	Commercial Food Production Management
HTM	340	Special Events Management
HTM	350	Chamber of Commerce Management
HTM	400	Economic Impact of Tourism
HTM	401	Convention Sales and Group Planning

Total Major Credits: 18

FEX 100 (degree requirement) and Electives: 18 credits

Suggested Electives

HTM/HIS	310	History of Tourism
HTM/HIS	312	Traditions of Civility
HTM	424	Service, Merchandising and Management of Wine
TCI	229	Spa Cuisine (1.5 credits)
TCI	237	Menu and Facilities Planning
TCI	243	Principles of Table Service (1.5 credits)
TCI	245	Catering (1.5 credits)

Total Credits: 123*

**Students must complete 1,000 hours of practical experience in the hospitality and tourism industry, with a 200-hour minimum in customer service, in order to graduate.*

Destination Management

Destination management is a growing component of the world's largest industry, hospitality and tourism. The destination management major is designed for students interested in planning, developing and marketing tourist destinations.

The destination management curriculum leads to a bachelor of science degree in hospitality and tourism management and includes liberal arts, business and specialized courses in operations management for destination management. Students are provided a major concentration in destination management that builds on foundations in traditional academic areas and on service, hospitality and tourism management competencies.

The curriculum is structured to provide students with an education that is grounded in theory and practical experience. An integral part of the curriculum is the 1,000-hour work experience that students must complete before graduating. The destination management work experience can take place throughout the program of study, with a variety of destination management organizations across the United States. The work experience prepares students for careers in the increasingly complex, challenging and rewarding destination management industry.

Destination Management Curriculum Bachelor of Science

B.A./B.S. Core: 45 credits

Hospitality and Tourism Management Core: 42 credits

Major Courses

(Courses are 3 credits unless otherwise indicated)

HTM	204	Leisure and Recreation Management
HTM	311	Tourism Planning and Policy Development
HTM	400	Economic Impact of Tourism
HTM	402	Sustainable Tourism
HTM	430	Casino and Gaming Operations

Select one of the following two:

HTM	350	Chamber of Commerce Management
HTM	428	Resort Development

Total Major Credits: 18

FEX 100 (degree requirement) and Electives: 18 credits

Suggested Electives

POL	211	International Relations
HTM/HIS	310	History Of Tourism
HTM/HIS	312	Traditions Of Civility
HTM	424	Service, Merchandising and Management of Wine

Total Credits: 123*

**Students must complete 1,000 hours of practical experience in the hospitality and tourism industry, with a 200-hour minimum in customer service, in order to graduate.*

Food and Beverage Management

The Food and Beverage Management Program provides students with a solid background in management practices so they may be successful in an industry that will challenge managers to recruit and retain a wide range of people with varied backgrounds. Students will learn to communicate effectively, analyze consumer trends, delegate responsibilities and develop leadership styles.

The program combines a solid core of courses that will provide students with the skills they need to succeed in an industry that is growing each year. The integration of theory and hands-on applications will provide students with the skills they need for entry-level management positions. Students will gain real-world experience by utilizing the Hospitality Center restaurant. Hospitality classes expose students to current industry trends and provide opportunities for them to plan and manage events.

The curriculum is structured to provide students with an education that is grounded in theory and practical experience. An integral part of the curriculum is the 1,000-hour work experience that students must complete before graduating. The work experience can take place throughout the program of study, with a variety of organizations across the United States.

Food and Beverage Management Curriculum Bachelor of Science

B.A./B.S. Core: 45 credits

Hospitality and Tourism Management Core: 42 credits

Major Courses

(Courses are 3 credits unless otherwise indicated)

HTM/TCI	109	Quantity Food Purchasing
HTM	210	Introduction to Food Preparation
HTM	211	Commercial Food Production Management
HTM	327	Food and Beverage Operations Management
HTM	422	Beverage Management and Control
HTM	424	Service, Merchandising and Management of Wine

Total Major Credits: 18

FEX 100 (degree requirement) and Electives: 18 credits

Suggested Electives

HTM	201	Cruise Line Management
HTM/HIS	312	Traditions Of Civility
HTM	340	Special Events Management
HTM/SPT	364	Private Club Management
HTM	401	Convention Sales and Group Planning
HTM	418	Hospitality Facilities Management
HTM	428	Resort Development
HTM	430	Casino And Gaming Operations
HTM	451	Nutrition
TCI	243	Principles of Table Service (1.5 credits)
TCI	245	Catering (1.5 credits)

Total Credits: 123*

**Students must complete 1,000 hours of practical experience in the hospitality and tourism industry, with a 200-hour minimum in customer service, in order to graduate.*

Hotel and Resort Management

Southern New Hampshire University's hotel and resort management curriculum leads to a bachelor of science degree in hospitality and tourism management. The curriculum includes liberal arts and business courses as well as specialized courses in operations management for the lodging industry. The major in hotel and resort management builds on traditional academic foundations and competencies in service, hospitality and tourism management.

The curriculum is structured to provide students with an education that is grounded in theory and practical experience. An integral part of the curriculum is the 1,000-hour work experience that students are required to complete before graduating. The work experience requirement can be satisfied during the course of study at a variety of lodging properties throughout the United States.

Hotel and Resort Management Curriculum Bachelor of Science

B.A./B.S. Core: 45 credits

Hospitality and Tourism Management Core: 42 credits

Major Courses

(Courses are 3 credits unless otherwise indicated)

HTM	215	Lodging Systems
HTM	315	Rooms Division Management
HTM	418	Hospitality Facilities Management
HTM	428	Resort Development
HTM	429	Hotel Administration

Select one of the following seven allied courses:

HTM/TCI	109	Quantity Food Purchasing
HTM	210	Introduction to Food Preparation
HTM/HIS	312	Traditions of Civility
HTM	327	Food and Beverage Operations Management
HTM	401	Convention Sales and Group Planning
HTM	402	Sustainable Tourism
HTM	424	Service, Merchandising and Management of Wine

Total Major Credits: 18

FEX 100 (degree requirement) and Electives: 18 credits

Suggested Electives

HTM	201	Cruise Line Management
HTM	211	Commercial Food Production Management
HTM	340	Special Events Management
HIM/SPT	364	Private Club Management
HTM	401	Convention Sales and Group Planning
HTM	430	Casino and Gaming Operations

Total Credits: 123*

*Students must complete 1,000 hours of practical experience in the hospitality and tourism industry, with a 200-hour minimum in customer contact service, in order to graduate.

Travel Management

Tourism, a service business, grew in the latter part of the 20th century as states opened their borders, businesses expanded their markets globally, consumers exploited their increased leisure time and disposable income, and technology produced faster, cheaper transportation. This complex industry provides products and services that respond to consumers', industries' and governments' demands for travel.

Tourism is a composite of activities, services and industries that delivers a travel experience. It includes transportation, accommodations, eating and drinking establishments, shops, entertainment, activity facilities, and other hospitality services available to those traveling away from home.

The travel management major offers in-depth study of the global concept of tourism as an economic, social and political development factor.

The curriculum is structured to provide students with an education that is grounded in theory and practical experience. An integral part of the curriculum is the 1,000-hour work experience that students are required to complete before graduating. The work experience requirement can be satisfied during the course of study at a variety of travel related businesses across the United States.

Travel Management Curriculum Bachelor of Science

B.A./B.S. Core: 45 credits

Hospitality and Tourism Management Core: 42 credits

Major Courses

(Courses are 3 credits unless otherwise indicated)

HTM	201	Cruise Line Management
HTM	219	Travel Industry Operations and Technology
HTM	306	Tour Management and Operations
HTM	400	Economic Impact of Tourism
HTM	402	Sustainable Tourism
HTM	411	Airline Management

Total Major Credits: 18

FEX 100 (degree requirement) and Electives: 18 credits

Suggested Electives

HTM/HIS	310	History of Tourism
HTM/HIS	312	Traditions of Civility
HTM	424	Service, Merchandising and Management of Wine
INT	316	The Cultural and Political Environment of International Business (Prerequisite: ADB 125)

Total Credits: 123*

*Students must complete 1,000 hours of practical experience in the hospitality and tourism industry, with a 200-hour minimum in customer contact service, in order to graduate.

Bachelor of Applied Science in Hospitality Administration (BASHA)

Department Chair: Professor Susan Torrey, CHE

The bachelor of applied science in hospitality administration degree was developed for those students who already have a diploma in the hospitality field (i.e. hotel and restaurant management, culinary arts, travel and tourism, catering, etc.).

Students entering this program should possess a basic technical knowledge of the hospitality industry. Two bachelor of applied science programs are offered; the one students choose to enroll in is determined by the number of credits they are able to transfer to Southern New Hampshire University.

BASHA I - The 14-month Program

Students who possess a three-year diploma from an accredited institution in an area of hospitality, which is typical in some countries, would enroll in a 14-month program that provides an overview of American culture and the hospitality industry in the United States. Students complete 42 credits at Southern New Hampshire University. Included in the program is a 12-credit internship in an American hotel or resort. Students completing this degree program would be prepared to find positions in the hospitality field in the United States, or to return to their own nations with a greater appreciation for the United States and its hospitality industry. Admission is open only to those students who have completed a three-year program at an approved institution.

Required Courses

Diploma credits transferred from an approved three-year program: 90

General Education Courses

(Courses are 3 credits unless otherwise indicated)

ECO	325	Economics for Hospitality Students
ENG	120	College Composition I
ENG	220	Business Communication
MAT	112	Mathematics for Hospitality Administration

Select one of the following two:

PSY	108	Introduction to Psychology
SOC	112	Introduction to Sociology

One Free Elective

Total General Education Credits: 18

Major Courses

HTM	314	Hospitality and Tourism Marketing
HTM	416	Legal Issues in the Hospitality and Tourism Industry
HTM	421	Services Management: A Strategic Approach
HTM	426	The American Work Experience
HTM	490C	Hotel Cooperative Education (12 credits)

Total Major Credits: 24

Total Credits: 132

BASHA II - The 21-month Program

Students with two-year degrees from accredited hospitality management programs would enroll in Southern New Hampshire University's 21-month Bachelor of Applied Science in Hospitality Administration Program. Students who transfer to Southern New Hampshire University are required to complete an additional 60 credits, including a 12-credit cooperative education experience. Students graduating from this program would be prepared to enter management positions in the hospitality industry.

Admission is open only to students with associate degrees from accredited hospitality management programs. Students who have not completed the following courses as part of their two-year programs will be required to take them either during the summer prior to entering Southern New Hampshire University or during their first semesters:

- two semesters of English writing
- one semester of introduction to marketing
- one semester of financial accounting or two semesters of accounting principles
- one semester of college mathematics
- one semester of history or social science

Required Courses

Degree credits transferred from an accredited two-year program: 60

General Education Courses

(Courses are 3 credits unless otherwise indicated)

ECO	201	Microeconomics
ECO	202	Macroeconomics
ENG	212	Public Speaking
ENG	220	Business Communication
FAS		One Fine Arts Elective
FIN	320	Introduction to Business Finance
MAT	120	Finite Mathematics

One Free Elective

Total General Education Credits: 24

Hospitality Core Courses

HTM	320	Hospitality Managerial Accounting
HTM	416	Legal Issues in the Hospitality and Tourism Industry
HTM	421	Services Management: A Strategic Approach
HTM		Hospitality and Tourism Management Elective

Total Hospitality Core Credits: 12

Major Courses

Hotel and Resort Management

HTM	314	Hospitality and Tourism Marketing
HTM	418	Hospitality Facilities Management
HTM	428	Resort Development
HTM	429	Hotel Administration
HTM	490C	Cooperative Education (12 credits)



Food and Beverage Management

HTM	327	Food and Beverage Operations Management
HTM	418	Hospitality Facilities Management
HTM	422	Beverage Management and Control
HTM	424	Service, Merchandising and Management of Wine
HTM	490C	Cooperative Education (12 credits)

Travel Management

HTM	201	Cruise Line Management
HTM	306	Tour Management and Operations
HTM	314	Hospitality and Tourism Marketing
HTM	411	Airline Management
HTM	490C	Cooperative Education (12 credits)

Total Major Credits: 24

Total Credits: 120

Note: Students who completed courses listed above while earning their associate degrees may replace those courses with free electives.

Associate Degrees

Some students wish to complete a two-year degree program, sometimes as a first step toward a four-year degree. All credits earned in Southern New Hampshire University's two-year associate degree programs may be transferred into four-year programs.

Culinary Arts

Department Chair: Assistant Professor

Perrin H. Long, CEC, CHE

Southern New Hampshire University's Culinary Arts Program was founded in 1983 to help fulfill the growing need for educated and trained chefs and other food preparation personnel on a local, regional and national level.

The two-year program, which awards the associate of applied science in culinary arts degree, combines theory, practical training and industry experience to prepare students for entry-level and management positions in the diverse and challenging food service industry. Technical subject areas include basic baking, cost-control supervision, dining room service, food preparation, garde manger, an introduction to the industry, menu planning, nutrition, purchasing and receiving, and sanitation and safety. All culinary students must enroll in a cooperative education experience, which normally is taken during the summer months. There is an additional fee for cooperative education.

Students learn basic skills in the culinary arts and baking and take general education courses in the first year of the program. Students in the second year complete requirements for either the culinary or baking concentration, based on their career goals.

Students may tailor their course work to facilitate transfer into the four-year hospitality and tourism management degree program.

Academic Standards and Regulations

Culinary program students adhere to the same academic standards and regulations as undergraduate school students. These policies are outlined in previous sections of this catalog.

Culinary Arts Curriculum Associate in Applied Science

Major Courses

(Courses are 3 credits unless otherwise indicated)

ENG	101	Fundamentals of Writing
ENG	120	College Composition I
FEX	100	Freshman Experience Seminar
TCI	101	Introduction to Culinary Arts (1.5 credits)
TCI/HTM	109	Food Purchasing
TCI	110	Culinary Skills and Procedures
TCI	111	Food Production
TCI	113	Bakeshop I: Breads and Desserts
TCI	114	Bakeshop II: Advanced Baking
TCI	116	Sanitation (1.5 credits)
TCI	121	Culinary Math (1.5 credits)
TCI	124	Culinary French (1.5 credits)
TCI	211	Food Production II
TCI	220	Garde Manger I (1.5 credits)
TCI	226	Cooperative Education Seminar I (1.5 credits)
TCI	237	Menu/Facilities Planning
TCI	243	Principles of Table Service (1.5 credits)
TCI	247	Service Practicum I (1.5 credits)
TCI	250	Principles of Supervision (1.5 credits)
TCI	252	Service Practicum II (1.5 credits)
TCI	256	Food and Beverage Cost Control
TCI	267	Nutritional Cooking
TCI	390A	Culinary Cooperative Education

Total Culinary Arts Core Credits: 54

Culinary Concentration Curriculum

TCI	217	Classical Cuisine
TCI	218	International Cuisine and Service
TCI	235	Regional Cuisine
TCI	260	Garde Manger II (1.5 Credits)

Free Elective: 3 credits*

Free Elective: 1.5 credits

Total Concentration Core Credits: 15

Total Credits: 69

Baking Concentration Curriculum

TCI	230	Retail Baking
TCI	233	Bakeshop III: Classical Baking
TCI	240	Bakeshop IV: Advanced Pastry
TCI	248	Bakery Management (1.5 credits)

Free Elective: 3 credits*

Free Elective: 1.5 credits

Total Concentration Credits: 15

Total Credits: 69

* The 3-credit free elective requirement can be met with any 3-credit undergraduate course or two 1.5-credit courses.

Certificate Program

The certificate program is offered for those interested in developing their baking and/or cooking skills on a part-time basis without formally enrolling in a degree program. Credits derived from successful completion of certificate courses may be transferred into Southern New Hampshire University's established associate of applied science culinary arts program.

Baking Certificate

Required Courses

(Courses are 3 credits unless otherwise indicated)

TCI	113	Bakeshop I: Breads and Desserts
TCI	114	Bakeshop II: Advanced Baking
TCI	233	Bakeshop III: Classical Baking
TCI	240	Bakeshop IV: Advanced Pastry

Total Credits: 12

Cooking Certificate

Prerequisites

TCI	124	Culinary French (for TCI 217) (1.5 credits)
-----	-----	---

Required Courses

(Courses are 3 credits unless otherwise indicated)

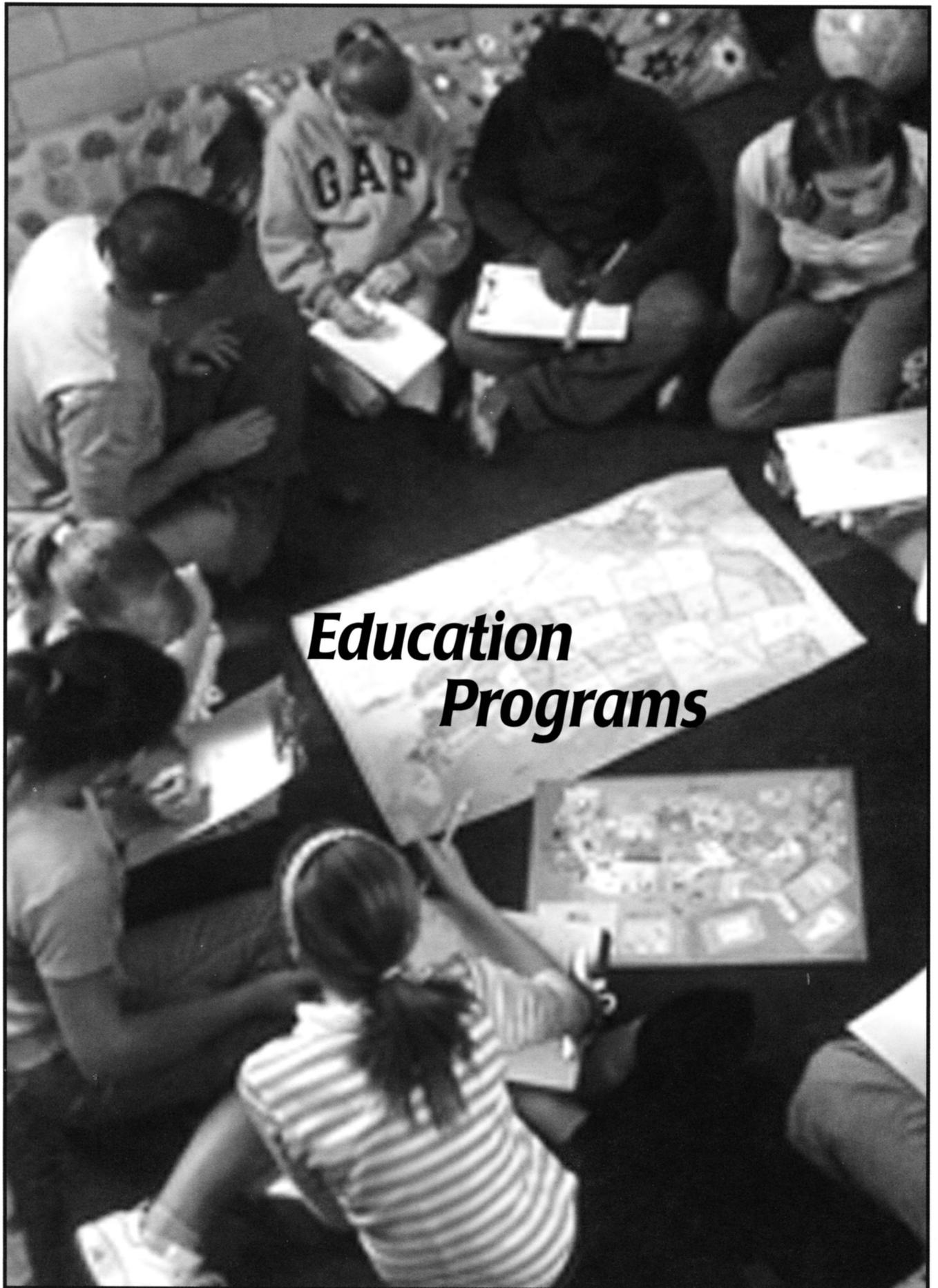
TCI	110	Culinary Skills and Procedures
TCI	111	Food Production
TCI	217	Classical Cuisine

Select one of the following two:

TCI	218	International Cuisine and Service
TCI	235	Regional Cuisine

Total Credits: 12





***Education
Programs***

Education Curricula

Contact: Dr. Patricia Prinz

Dr. Burton S. Kaliski, Secondary Teacher Preparation

Teacher education at Southern New Hampshire University is a growing area with a diverse array of programs at the undergraduate level. These range from early childhood education to elementary with general special education to secondary education programs in business, marketing, English and social studies. Curriculum coordination for all teacher education programs falls under the University Center for Teacher Education, a cross-disciplinary unit with the following stated mission:

The University Center for Teacher Education's mission is to prepare teachers who are dedicated to their students and to the profession. Our teacher education programs, both undergraduate and graduate, provide opportunities for professional growth and the increased knowledge necessary for teachers in today's modern society. Our graduates will possess the qualities of mind and character that will make them role models and mentors for their students. They will demonstrate commitment to excellence by raising standards, improving practices in educational institutions and environments, motivating and challenging learners and inspiring hope in the nation's future leaders.

Southern New Hampshire University offers early childhood education (B.A.) with certification, elementary education and general special education (B.A.) with dual certification, School of Business teacher education programs in business and marketing and School of Liberal Arts teacher education programs in English and social studies.

Southern New Hampshire University also offers graduate programs in education: a field-based master of education, business education, and master's degree programs in curriculum and instruction, elementary or secondary education with general special education, teaching English as a foreign language and teaching English as a second language.

Conversion Program

Students who already hold a bachelor's degree (B.A./B.S.) in one of the secondary teaching fields (business, English, marketing, history or political science) may gain teacher certification through a teaching conversion program. Though they do not have to complete the B.A./B.S. Core, they must meet all the other requirements of the particular teacher certification program, including supervised student teaching. Interested students should contact the program coordinator/department chair.

The Teacher Education Core

All undergraduate degree students in teacher education programs at Southern New Hampshire University must complete the 27-credit Teacher Education Core.

Teacher Education Core

(Courses are 3 credits unless otherwise indicated)

EDU	200	Introduction to Education
EDU	290	Field Experience
EDU	490	Student Teaching (12 credits)
Select one of the following two courses (from B.A./B.S. Core*):		
HIS	113	United States History I: 1607-1865
HIS	114	United States History II: 1865-present
PSY	108	Introduction to Psychology (from B.A./B.S. Core*)
PSY	201	Educational Psychology
PSY	211	Human Growth and Development
PSY	320	Psychology of Individual Differences and Special Needs

Total Teacher Education Core Credits: 27

**Courses required for teacher certification can be used to fulfill B.A./B.S. Core requirements.*

Pre-Secondary Programs

The early childhood education and elementary and general special education programs have been transferred from Notre Dame College in Manchester. Notre Dame College transfer students who complete requirements by December 2003 will finish their programs according to Notre Dame College requirements and can earn Notre Dame College degrees. Students who enter the programs as new or transfer students and who will not finish by that date will follow Southern New Hampshire University's program requirements, which are presented here.

Early Childhood Education* - Bachelor of Arts

**This program was titled Child Development at Notre Dame College*

B.A./B.S. Core: 45 credits

Teacher Education Core: 27 credits

Major Courses

(Courses are 3 credits unless otherwise indicated)

DEV	101	Exploring Dimensions of Child Development
DEV	102	Child Development
DEV	103	Infant and Toddler
DEV	201	Primary School Integrated Curriculum
DEV	202	Pre-Primary School Integrated Curriculum
DEV	203	Practicum I
DEV	204	Practicum II
DEV	205	Role of Families
DEV	301	Behavior Management and Legal Issues
DEV	302	Foundations and Issues in Child Development
DEV	303	Administration of Child Development Programs

Select one of the following two:

EDU	241	Technology Applications for Educators - Basic
EDU	341	Technology Applications for Educators - Advanced

EDU	303	Math and Science for Grades 1-3
EDU	342	Reading and Language Arts I
EDU	343	Reading and Language Arts II
LIT	240	Literature for Children

Total Major Credits: 48

Allied Courses

FEX	100	(degree requirement)
GEO	201	World Geography (from B.A./B.S. Core)

Total Credits: 123

**Elementary and General Special Education
Bachelor of Arts**

B.A./B.S. Core: 45 credits
Teacher Education Core: 27 credits

Major Courses

(Courses are 3 credits unless otherwise indicated)

DEV	230	Behavior Theory and Practice
EDU	220	Middle Level Education

Select one of the following two:

EDU	241	Technology Applications for Educators - Basic
EDU	341	Technology Applications for Educators - Advanced

EDU	308	Assessment, Accountability and Teaching in the Classroom
EDU	313	IEP: Consultation and Collaboration
EDU	320	Mild Learning Disabilities, Inclusion and Curriculum Adaptation
EDU	335	Concepts and Skills in Mathematics
EDU	342	Reading and Language Arts I
EDU	343	Reading and Language Arts II
EDU	344	Integrated Curriculum Methods
EDU	350	Special Education Assessment
LIT	240	Literature for Children

Total Major Credits: 36

Allied Courses

GEO	201	World Geography (from B.A./B.S. Core)
-----	-----	---------------------------------------

Select two of the following three (one from B.A./B.S. Core):

SCI	211	Survey of the Biological Sciences
SCI	212	Principles of Physical Science I
SCI	219	Environmental Issues

Total Allied Credits: 3

FEX 100 (degree requirement) and Free Electives: 18 credits
Total Credits: 132

Secondary Education Programs

The business, marketing, English and social studies teacher education programs can be taken as either degree or conversion programs. Degree programs are described first.

Business Teacher Education

Contact: Dr. Laurence Pelletier

The business education program is designed to prepare graduates for business education positions at the junior high, middle and secondary school levels and for training positions in business. Because high school business teachers are called upon to teach a variety of business subjects, preparation for business teacher certification is interdisciplinary. Students take courses in administration, accounting, finance, marketing, business communication, word processing and economics.

Students seeking comprehensive business education certification must demonstrate proficiency in keyboarding and office skills. Competency must be demonstrated or earned through course work. All business teacher education majors must have 2,000 hours of work experience. If they do not, 400 supervised hours will be arranged.

**Business Teacher Certification Curriculum
Bachelor of Science**

B.A./B.S. Core: 45 credits
Teacher Education Core: 27 credits

Major Courses

(Courses are 3 credits unless otherwise indicated)

ACC	101	Introduction to Accounting and Financial Reporting I
ACC	102	Introduction to Accounting and Financial Reporting II
ADB	125	Human Relations in Administration
ADB	206	Business Law I
ADB	215	Principles of Management
ENG	220	Business Communication
FIN	320	Introduction to Business Finance
IT	210	Introduction to Systems Analysis and Design
MKT	113	Introduction to Marketing

Total Major Credits: 27

Allied Courses

EDU	300	Principles of Business and Vocational Education
EDU	310	Methods of Teaching Keyboarding and Office Technology
EDU	313	Methods of Teaching Accounting and General Business

Total Allied Credits: 9

FEX 100 (degree requirement) and Free Electives: 12 credits
Total Credits: 120

English Major with Teacher Certification Track Program Coordinator: Dr. Carolyn Hollman

The English teacher certification program allows students to major in English and to complete New Hampshire certification requirements to teach English in grades 5 through 12. The certification track combines general education courses with the education core, major courses (10 in English language and literature) and English teaching method courses.

The program of study provides the prospective English teacher with a broad and integrated liberal arts background, a concentrated study of English literature and language, and the techniques, knowledge and experience to help middle, junior and senior high school students develop to their highest potential.

English Teacher Certification Curriculum - Bachelor of Arts

B.A./B.S. Core: 45 credits

Teacher Education Core: 27 credits

Major Courses

(Courses are 3 credits unless otherwise indicated)

Select one of the following two:

LIT	201	Survey of World Literature in Translation I
LIT	202	Survey of World Literature in Translation II

Select one of the following two:

LIT	213	Survey of American Literature I
LIT	214	Survey of American Literature II

Select one of the following two:

LIT	223	Survey of British Literature I
LIT	224	Survey of British Literature II

Select one additional course from the above six survey courses

Select one of the following two:

LIT	315	Survey of the Theater
LIT	316	Contemporary Drama

Select one of the following two:

LIT	337	Contemporary Poetry
LIT	335	Introduction to Poetry

Select one of the following four:

COM	235	Introduction to Journalism
COM	435	Feature Writing
ENG	329	Fiction Writing Workshop
ENG	330	Nonfiction Writing Workshop

Each of the following courses is required:

ENG	333	Introduction to Linguistics
ENG	355	English Grammar
LIT	319	Shakespeare

Total Major Credits: 30

Allied Courses

EDU	320	Methods of Teaching English I
EDU	321	Methods of Teaching English II

Total Allied Credits: 6

FEX 100 (degree requirement) and Free Electives: 12 credits

Total Credits: 120

Marketing Teacher Education Contact: Dr. Laurence Pelletier

The marketing education program is designed to prepare graduates for marketing education positions at the junior high, middle and high school levels and for training positions in the marketing industry. Because high school marketing teachers are called upon to teach a variety of business subjects, preparation for marketing teacher certification is interdisciplinary. In addition to marketing courses, students take courses in administration, accounting, finance, business communication, word processing and economics.

Students seeking comprehensive marketing education certification must demonstrate proficiency in keyboarding and office skills. Competency must be demonstrated or earned through course work. All marketing teacher education majors must have 2,000 hours of work experience. If they do not, 400 supervised hours will be arranged.

Marketing Teacher Education Bachelor of Science

B.A./B.S. Core: 45 credits

Teacher Education Core: 27 credits

Major Courses

(Courses are 3 credits unless otherwise indicated)

ACC	101	Introduction to Accounting and Financial Reporting I
ADB	125	Human Relations in Administration
ADB	206	Business Law I
ADB	215	Principles of Management
ENG	220	Business Communication
FIN	320	Introduction to Business Finance
IT	210	Introduction to Systems Analysis and Design
MKT	113	Introduction to Marketing
MKT		Four Marketing Electives (MKT 222, MKT 320, MKT/ADV 329, MKT 335, MKT 337 or MKT 345)

Total Major Credits: 36

Allied Courses

EDU	300	Principles of Business and Vocational Education
EDU	313	Methods of Teaching Accounting and General Business
EDU	315	Methods of Teaching Marketing Education

Total Allied Credits: 9

FEX 100 (degree requirement): 3 credits

Total Credits: 120

Social Studies Teacher Education

Program Coordinator: Dr. Julianne Cooper

The social studies teacher certification program allows students to major in social studies with a concentration in history or in political science, and to complete the state of New Hampshire's requirements for certification to teach social studies in grades 5 through 12. The certification track combines general education requirements (the B.A./B.S. Core), the education core, a social studies major with a concentration and a social studies teaching methods course.

The program of study provides the prospective social studies teacher with a broad and integrated liberal arts background, an interdisciplinary social studies major with a concentration in history or political science, and the techniques, knowledge and experience to help middle, junior and senior high school students develop to their highest potential. Social studies certification covers primary areas of history, government, economics and geography as well as secondary areas of psychology and sociology. The interdisciplinary program prepares students to teach in these areas.

Social Studies Teacher Certification

Curriculum - Bachelor of Arts

B.A./B.S. Core:* 45 credits

Teacher Education Core: 27 credits

**Take the following courses to fulfill core requirements:*

Select one of the following two:

HIS 113 United States History I: 1607-1865
 HIS 114 United States History II: 1865-Present

PHL 215 Moral Decision Making: Theories and Challenges

PSY 108 Introduction to Psychology

SCI 219 Environmental Issues

SOC 112 Introduction to Sociology

History Concentration

Major Courses

(Courses are 3 credits unless otherwise indicated)

EDU 326 Methods of Teaching Social Studies
 GEO 201 World Geography
 HIS 109 Western Civilization I: Prehistory to Renaissance
 HIS 110 Western Civilization II: Renaissance to Present
 HIS 113 United States History I: 1607-1865 (with New Hampshire History Component)*
 HIS 114 United States History II: 1865-Present
 HIS 314 European Conquest of the New World
 HIS 321 The Ancient World of Greece and Rome
 HIS One History Elective (200 level or above)
 POL 210 American Politics
 POL 213 Comparative Politics

Total Major Credits: 30

Allied Courses

Select two from the following:

ATH 111 Cultural Anthropology
 ECO 322 International Economics
 HIS History Elective (200 level or above)
 LIT 213 Survey of American Literature I
 LIT 214 Survey of American Literature II
 LIT 301 World Mythology
 PHL 230 Religions of the World
 POL 211 International Relations
 SOC 213 Sociology of Social Problems

Total Allied Credits: 6

FEX 100 (degree requirement) and Free Electives: 12 credits

Total Credits: 120

Political Science Concentration

Major Courses

(Courses are 3 credits unless otherwise indicated)

EDU 326 Methods of Teaching Social Studies
 GEO 201 World Geography
 HIS 113 United States History I: 1607-1865 (with New Hampshire History Component)*
 HIS 114 United States History II: 1865-Present
 POL 210 American Politics
 POL 211 International Relations
 POL 213 Comparative Politics
 POL 317 Campaigns and Elections

Select one of the following two:

HIS 109 Western Civilization I: Prehistory to Renaissance
 HIS 110 Western Civilization II: Renaissance to Present

Select two of the following four:

POL 301 American Foreign Policy Since the Cold War
 POL 302 Regionalism, Globalization and International Organizations
 POL 303 International Security Studies
 POL 304 Politics of Sustainable Development

Total Major Credits: 30

Allied Courses

Select two of the following four:

ATH 111 Introduction to Cultural Anthropology
 ECO 322 International Economics
 ECO 327 Economic Development
 SOC 213 Sociology of Social Problems

Total Allied Credits: 6

FEX 100 (degree requirement) and Free Electives: 12 credits

Total Credits: 120

** from Teacher Education Core*

Course Descriptions

The following undergraduate courses are listed in alphabetical order by the university's course listing prefix.

ACC	Accounting
ADB	Business Administration
ADV	Advertising
ATH	Anthropology
BIO	Biology
COM	Communication
DEV	Child Development
ECO	Economics
EDU	Education
ENG	English
FAS	Fine Arts
FEX	Freshman Experience
FIN	Finance
FMK	Fashion Merchandising
GEO	Geography
GRA	Graphic Design
GSC	General Science
HIS	History
HON	Honors
HTM	Hospitality and Tourism Management
HUM	Humanities
INT	International Business
IT	Information Technology
LFR	Language (French)
LIT	Literature
LSP	Language (Spanish)
MAS	Management Advisory Services
MAT	Mathematics
MKT	Marketing
PHL	Philosophy
POL	Political Science
PSY	Psychology
SCI	Science
SOS	Social Science
SNHU	Continuing Education Seminar
SOC	Sociology
SPT	Sport Management
TCI	Culinary

Humanities and Social Sciences

Courses at the 100 and 200 levels are appropriate for freshman- and sophomore-level students; 300- and 400-level courses are appropriate for junior- and senior-level students.

Literature Electives

Only courses with the course prefix LIT may be used as literature electives.

Special Topics Courses

Special topics courses may be offered on a one-time basis in any discipline during any semester or session. Special topics courses will be numbered 470 with the course listing prefix. Example: ACC 470.

Accounting

ACC 101 and ACC 102 Introduction to Accounting and Financial Reporting I and II

(Two semesters, 3 credits each semester)

Introduction to Accounting is a two-semester course designed to

- introduce students to the need for accounting in business and its relevance to society.
- help students develop an understanding of the basic financial statements used by business.
- help students develop an understanding of the composition of basic asset, liability, equity and income-determining accounts, in accordance with current accounting concepts and principles.
- introduce students to the fundamental mechanics of accounting for proprietorships, partnerships and corporations.

Success in the first semester is a prerequisite for the second semester course. Success in both will enable students to pursue advanced accounting courses. ACC 101 is a prerequisite for ACC 102. Offered every semester.

ACC 203 and ACC 204 Intermediate Accounting I and II

(Two semesters, 3 credits each semester)

These courses offer intensive examination and analysis of the accounting theory for assets, liabilities and stockholders' equity that is essential for the development and understanding of financial statements. The underlying concepts of matching revenue and expenses for the determination of net income are stressed. Particular emphasis is placed on the study and application of APB opinions and FASB opinions, as well as on problem solving. Prerequisites: ACC 102 for ACC 203; ACC 203 for ACC 204. Offered every year.

ACC 207 and ACC 208 Cost Accounting I and II

(Two semesters, 3 credits each semester)

These courses examine the accounting concepts and practices used in the recording, classifying and reporting of cost data. An analysis is made of the behavior of costs and their use to management in the planning and control process. Budgeting, standard cost, job order and process are examined, along with special problems in cost accounting. Prerequisites: ACC 102 for ACC 207; ACC 207 for ACC 208. Offered every year.

ACC 210 Financial Accounting (3 credits)

This course should not be taken by accounting or MAS majors. Prerequisites: sophomore standing and IT 100. Offered as needed.

ACC 214 Management Accounting (3 credits)

This course for non-accounting majors emphasizes analysis, reporting and the use of accounting data as a management tool in the planning and control process. Prerequisite: ACC 102. Offered as needed.

ACC 305 and ACC 306 Advanced Accounting I and II

(Two semesters, 3 credits each semester)

Advanced Accounting includes a comprehensive examination and analysis of the accounting principles and procedures that are applicable to special areas of business. The topics covered are partnerships, consignments, installment sales, branches, business combinations, consolidations, bankruptcy, foreign exchange, and estates and trusts. Particular emphasis is placed on problem solving. Prerequisites: ACC 204 for ACC 305; ACC 305 for ACC 306. Offered every year.

ACC 310 International Accounting (3 credits)

This course examines the impact of social and economic factors on the development and reliability of accounting information in various countries. Examined are areas in which the harmonization of accounting principles has been achieved and how standards in the United States differ from those in other countries. This is an analysis of the conceptual development of international accounting, comparative practices, foreign currency translation, reporting and disclosure issues, transfer pricing and international taxation. Prerequisite: ACC 102. Offered every year.

ACC 315 Accounting Systems Applications (3 credits)

This course introduces the student to various commercial accounting software application programs. The student will have hands-on experience with actual computer preparation of accounting transactions using accounting software in general ledger, financial statement preparation, accounts receivable, accounts payable, cost control and allocation, budgeting, variance analysis and reporting, standard costing and job-order costing. It is assumed that students have a basic working knowledge of personal computers. Programming knowledge is not necessary. Prerequisites: ACC 208 and IT 100. Offered every year.

ACC 322 Institutional Accounting (3 credits)

This course covers the accounting principles and procedures applicable to governmental and nonprofit institutions. Prerequisite: ACC 102. Offered every year. Writing Intensive Course.

ACC 411 Auditing Principles (3 credits)

This course stresses an in-depth examination of audit programs and procedures, including the importance of reviewing internal controls as required during the course of a regular audit engagement. Prerequisite: ACC 306. Offered every year. Writing Intensive Course.

ACC 415 Federal Taxation I (3 credits)

A detailed presentation is made of the theory and practice applicable to the preparation of federal income tax returns for individuals. Prerequisite: ACC 102. Offered every year.

ACC 416 Federal Taxation II (3 credits)

A detailed presentation is made of the theory and practice applicable to the preparation of federal income tax returns for corporations, partnerships, estates and trusts. Prerequisite: ACC 415. Offered every year.

ACC 480 Independent Study (3 credits)

ACC 480A Independent Study (1 credit)

Independent study allows the student to investigate any accounting subject not incorporated into the curriculum or to do in-depth research in a specialized area of accounting. Prerequisites: permission of the instructor, program coordinator/department chair and school dean. Offered every year.

ACC 490A Accounting Cooperative Education (3 credits)

ACC 490B Accounting Cooperative Education (6 credits)

This program provides an opportunity for a student to work in public, private or governmental accounting in a supervised and structured work experience. Prerequisites: consent from the Career Development Center and approval by the program coordinator/department chair, with 3 credits given for 240 hours and 6 credits given for 480 hours. Offered every year.

ACC 491A Accounting/Finance Co-operative Education (3 credits)

ACC 491B Accounting/Finance Co-operative Education (6 credits)

ACC 491C Accounting/Finance Co-operative Education (12 credits)

Request for credits made by the Career Development Center and approved by the program coordinator/department chair, with 3 credits given for 240 hours, 6 credits given for 480 hours and 12 credits given for 960 hours. Offered every year.

Business Administration

ADB 110 Introduction to Business (3 credits)

This course introduces basic business functions and how businesses are owned, managed and controlled. Elements of a business are integrated to reflect how each interacts with the others to provide the concept of a systems background. A broad background in business practices, principles and economic concepts is discussed and provides the basis for use in more advanced courses. This course includes an introduction to international business. Offered as needed.

ADB 125 Human Relations in Administration

(3 credits)

The human relations skills that managers need to develop interaction skills that contribute directly to effective human resource management and the development of higher productivity are studied. Skill areas include leadership, motivation, communications, group dynamics, organizational development, management by objectives, and stress and time management. Students learn techniques for becoming more effective managers, subordinates, peers and persons. Students are introduced to the international aspects of human relations. Offered every semester.

ADB 206 Business Law I (3 credits)

The background, foundation and ethical aspects of the United States' legal system are examined. Torts, product liability, criminal law, contracts, sales, business organizations, and agency and cyber law also are explored. Prerequisite: sophomore standing. Offered every semester.

ADB 211 Human Resource Management

(3 credits)

This course examines the fundamentals of policies and administration. Major tasks of procedures and developing, maintaining and utilizing an effective team are studied. Students are introduced to international human resource management. Prerequisite: sophomore standing. Offered every year.

ADB 215 Principles of Management (3 credits)

This course is designed to examine the fundamentals and principles of management in order to develop an understanding of management in any formal organization. Special attention is paid to planning and decision-making. International management also is covered. Prerequisites: ADB 125 and ENG 120 or permission of the instructor. Offered every semester. Writing Intensive Course.

ADB 301 Real Estate (3 credits)

This comprehensive real estate course deals with all the aspects of real estate necessary to operate as a real estate salesperson or broker. Offered as needed.

ADB 307 Business Law II (3 credits)

The study begun in Business Law I continues as the topics of commercial paper, real and personal property, creditors' rights and bankruptcy, agency, business organizations, estate planning and government regulation of business are explored. Prerequisite: ADB 206. Offered as needed.

ADB 317 Small Business Management (3 credits)

The problems involved in starting and operating a successful small business, selecting the location, determining how to borrow money, budgeting and credit are discussed. The development of a comprehensive business plan is emphasized. Prerequisites: ACC 102, ADB 215 and MKT 113. Offered every year.

ADB 318 Labor Relations and Arbitration

(3 credits)

This course examines union-management relationships. Elements of a good union-management contract, the law and the role of the arbitrator are emphasized. Offered every other year.

ADB 320 Entrepreneurship (3 credits)

This course focuses on the factors that contribute to the personal success of entrepreneurs and affect successful entrepreneurship. Entrepreneurship itself is also studied. Case studies, contemporary readings and simulations are used. International considerations are included. Offered as needed.

ADB 322 Managing Organizational Change

(3 credits)

This course focuses on the effective management of human resources during the process of change. It emphasizes change management as a tool for survival, growth, increased productivity and conflict management in the complex and volatile business environment of today and the future. Change in an international environment also is discussed. Prerequisites: ADB 215 and junior standing. Offered every other year.

ADB 324 Managing Quality (3 credits)

Students study total quality management (TQM), which is crucial to efficient resource allocation and effective human resource management. Major factors affecting quality and strategies for effective total quality management are covered through the use of contemporary texts, reading, cases, exercises and simulations. International considerations also are studied. Prerequisites: ADB 125 and junior standing. Offered every year.

ADB 325 Compensation and Benefit Administration (3 credits)

This course covers the development and administration of compensation and benefit programs for organizations. Wage theory, principles and practices, unemployment security, worker income security, group insurance, and disability and pension plans are investigated. Emphasis is placed on objectives, policies, organization, implementation and revision of compensation and benefit systems. Prerequisites: ADB 211 and junior standing. Offered as needed.

ADB 326 Social Environment of Business

(3 credits)

This course discusses in detail the interrelationships among business, government and society. Considerable time is spent discussing how these relationships change. The potency of change comes from forces in the business environment and from the actions of business. The impact of these changes affects the daily lives of all Americans. Through the use of readings, supplemental cases and class discussions, students will gain an understanding of the many significant issues facing the business community today. Offered every semester.

ADB 328 Organizational Leadership (3 credits)

This course examines leadership as an interpersonal and intra-organizational phenomenon with an emphasis on student leadership development. It includes leadership assessment, leadership development, the leadership process, the contagious nature of leadership, leadership and productivity, motivation, and effective leadership styles and theories. An international perspective is included. Current readings, research, simulations and exercises are used. Prerequisites: ADB 125 and junior standing. Offered every other year.

ADB 330 Basics of Supply Chain Management (3 credits)

Basics of Supply Chain Management provides an understanding of planning and the control of materials that move into, through and out of organizations. Offered only in the Division of Continuing Education.

ADB 331 Introduction to Operations Management (3 credits)

This introductory course in operations and production management considers the evolution of the modern operations function, the design of the system supervision scheduling, the management of materials and the provision of services. Prerequisites: ACC 102, ECO 201 and MAT 120. Offered every semester.

ADB 332 Purchasing Management (3 credits)

This course provides a sound introduction to the techniques employed by professional purchasing executives and the management of a purchasing department. It covers the role of the purchasing function and its potential contribution to profitability, techniques of professional purchasing, the development of long-term supply strategies, and the organization and control of a purchasing department to implement strategies. Offered as needed.

ADB 342 Organizational Behavior (3 credits)

This course focuses on the primary factors that influence behavior in organizations. Emphasis is placed on leadership, group dynamics, inter-group dynamics, organizational structure and design, change, culture, power and politics, environment and technology and organizational behavior in an international context. Prerequisites: ADB 125 and junior standing. Offered every year. Writing Intensive Course.

ADB 350 Master Planning of Resources(3 credits)

This course focuses on developing and validating a supply plan; identifying, quantifying and assessing demand; and developing and validating the master schedule. Prerequisite: ADB 330. Offered only in the Division of Continuing Education.

ADB 351 Detailed Planning and Scheduling (3 credits)

This course focuses on planning material requirements to support the master schedule, planning operations to support the priority plan, and planning procurement and external sources of supply. Prerequisite: ADB 330. Offered only in the Division of Continuing Education.

ADB 352 Execution and Control of Operations (3 credits)

This course focuses on the execution and control of operations; executing plans, implementing physical controls and reporting the results of activities performed; and evaluating performance and providing feedback. Prerequisite: ADB 330. Offered only in the Division of Continuing Education.

ADB 353 Strategic Management of Resources (3 credits)

This course focuses on aligning resources with the strategic plan, configuring and integrating the operating processes to support the strategic plan and implementing change. Prerequisite: ADB 330. Offered only in the Division of Continuing Education.

ADB 394 Management Practicum (6 credits)

This is an independent work program for upper-level students that provides a relevant link between classroom learning and “real-world” experience. The program is based on a student’s analysis and presentation of a proposal in consultation with the student’s employer and the university. This proposal must be approved in advance. Successful completion of the project is the basis for the 6-credit value. This course is available only to students who are bachelor of science degree candidates in business administration, business studies or marketing and have either two business or free electives available on their worksheets. Offered once a year.

ADB 420 Management Decision Making (3 credits)

This course introduces the student to mathematical techniques that may be used to aid decision-making. Topics may include linear programming, PERT, CPM, network analysis and others. Prerequisites: ACC 101, FIN 320 or FIN 435 and MAT 220. Offered once a year.

ADB 421 Strategic Management and Policy (3 credits)

Business Division Capstone Course

This interdisciplinary approach to the study of the process of strategic management includes strategic analysis planning, implementation, evaluation and control from the perspective of top management in profit-making U.S. and international corporations and public and nonprofit organizations. Text and case studies are used extensively. Prerequisites: ACC 102, FIN 320, MKT 113 and senior standing. Writing Intensive Course. Experience with Microsoft Office or equivalent is required. Offered every semester.

ADB 440/HRM 690 Human Resource Certification Course (3 credits)

Prerequisites: ADB 215, ADB 211, ADB 325. Offered as needed.

ADB 442 Advanced Seminar in Human Resource Management and Development

(3 credits)

This capstone course, which must be taken as the final course in the human resource management concentration of the business studies major, examines contemporary issues in human resource management resulting from new and changing legislation, demands of the work place, and emerging quality of work and life trends. Software applications are emphasized. The international aspects of human resource management also are studied. Prerequisite: ADB 211. Offered every other year.

ADB 460 Seminar in Organizational Behavior

(3 credits)

The content of this course varies from semester to semester. It focuses on contemporary and changing issues in the field and explores special topics in depth. Readings, research and case studies are used in the study of such topics as managing change, leadership in large corporations, management and productivity, managerial forecasting, the ethics of management, the responsible use of power, management of conflict, problems and emerging trends in international organizational behavior and research methods in business. Prerequisite: ADB 342 or permission of the instructor. Offered as needed.

ADB 480 Independent Study (3 credits)**ADB 480A Independent Study** (1 credit)

This course allows the student to investigate any economic or business subject not incorporated into the business administration curriculum. Prerequisites: permission of the instructor, program coordinator/department chair and school dean. Offered every semester.

ADB 490A Business Administration Cooperative Education (3 credits)**ADB 490B Business Administration Cooperative Education** (6 credits)**ADB 490C Business Administration Cooperative Education** (12 credits)

This is a semester-long, supervised, career-related work experience. A final written analysis of the work program or a specific project report and monthly on-the-job reports aid the student in relating academics to practice. Prerequisites: consent of the Career Development Center and permission of the program coordinator/department chair. Offered every year.

ADB 492A Business Studies Cooperative Education (3 credits)**ADB 492B Business Studies Cooperative Education** (6 credits)**ADB 492C Business Studies Cooperative Education** (12 credits)

Prerequisites: consent of the Career Development Center and permission of the program coordinator/department chair. Offered every year.

Advertising**ADV 329/MKT 329 Principles of Advertising** (3 credits)

This course is designed to give students an understanding of advertising and of the role the media play in advertising strategy. This course focuses on the planning, research and creative skills needed to reach promotion objectives. Prerequisites: MKT 113 and ENG 121. Offered every semester.

ADV 362 Advertising Account Executive Seminar (3 credits)

This course focuses on the business, management and sales aspects of the advertising field. Students will learn about the selling and marketing of advertising campaigns and obtain the management skills and competencies that are needed to implement effective advertising planning. Students will be familiar with the roles and responsibilities of executive producers and account executives in sales and management. This is a third-year course in the advertising program. Prerequisites: MKT 113 and ADV/MKT 329. Offered as needed. Writing Intensive Course.

ADV 363 Advertising Copy and Design (3 credits)

This course focuses on the creative end of advertising, including the actual presentation of advertisements. Harmony, consistency and effective use of colors, headlines, subheadlines, borders and amplification of the features, as well as advantages and benefits of the product/service, are emphasized. Students will be familiar with the creative competencies and skills needed in the formulation of effective campaigns in various media. Prerequisite: ADV/MKT 329, COM 230 or COM 331. Offered every other semester.

ADV 428 Promotional Research and Media Measurement (3 credits)

This course applies marketing research techniques to the field of promotion. Topics covered include research for promotional campaigns and a survey of the research companies and reports used in evaluating the success of the promotional effort. Prerequisite: ADV/MKT 329, COM 230 or COM 331 or permission of the instructor. Offered every other semester.

ADV 429 Advertising Campaigns (3 credits)

This advanced course in advertising and promotion includes the application of marketing strategies and theories and the development of a complete, multimedia advertising campaign. Aspects covered include gathering primary and secondary marketing research data, establishing an integrated marketing strategy plan, developing creative exhibits in the strategy print and broadcast media and constructing a media traffic plan. Prerequisites: ADV/MKT 329 and COM 230 or permission of the instructor. Offered every other semester.

ADV 440 Advertising Media Planning (3 credits)

This course analyzes media strategies through a quantitative approach. A statistical analysis is used for each of the media. In addition, this course looks at other media criteria, such as reach, frequency and CPM (cost per thousand) in determining the best media selection for advertising to specific markets. Students will be familiar with the financial, economic and market impact on business strategies as they pertain to media selection. Prerequisites: ADV/MKT 329 and MAT 220. Offered every other semester. Writing Intensive Course.

ADV 480 Independent Study (3 credits)

Prerequisites: permission of the instructor, program coordinator/department chair and school dean. Offered as needed.

ADV 490A Advertising Cooperative Education (3 credits)

ADV 490B Advertising Cooperative Education (6 credits)

ADV 490C Advertising Cooperative Education (12 credits)

This closely supervised, on-the-job training combines classroom theory with business experience. Students spend one semester working in an environment where marketing principles and practices can be learned firsthand. Prerequisites: open only to advertising majors with permission of the Career Development Center and the advertising program coordinator/department chair. Offered as needed.

Anthropology

ATH 111 Introduction to Cultural Anthropology (3 credits)

This course is the study of preliterate and changing societies that emphasizes social organization and cultural aspects. Offered as needed.

Biology

Courses for Non-Science Majors

The following course can be used by students who are not biology majors to fulfill the Liberal Arts Core requirements in science for the bachelor's degree.

BIO 102 Introduction to Life Science (4 credits)

This course is a survey of the fundamental topics in biology that emphasizes the major themes of change, interaction and interdependence. Students will investigate the processes essential for the maintenance of diverse forms of living systems, from simple to complex. The method of presentation and exploration is intended to provide a model of science teaching suitable for future K-6 teachers.

Communication

Note: Communication courses may satisfy free elective requirements for other majors.

COM 126 Introduction to Communication (3 credits)

This survey course covers communication theory and mass media communication. The course focuses on how and why the media operate as they do as well as how media performance might be improved. Offered every year.

COM 227 Principles of Public Relations (3 credits)

This course introduces students to the theory and practice of public relations in the United States. Students study the major figures in this field as well as organizations, their behavior, and the relationships between organizations and their publics. Prerequisite: ENG 121. Offered every year.

COM 230 Graphics and Layout in Print Media (3 credits)

In this course, students practice the art and craft of graphic design and layout, including copy fitting, font selection and other aspects of the printing process. Students produce a variety of pieces during the semester, including brochures, flyers and pamphlets. Prerequisite: ENG 121. Offered every year.

COM 232 Desktop Publishing (3 credits)

This course is a hands-on introduction to desktop publishing utilizing Adobe PageMaker software on an IBM-compatible computer. Students learn the purposes, advantages and disadvantages of desktop publishing. They also learn how to create internal and external publications, logos, resumes and visual aids and how to choose hardware and software. Prerequisite: COM 230 or permission of instructor. Offered every year.

COM 235 Introduction to Journalism (3 credits)

This writing practicum introduces students to news stories, feature articles and editorials. COM 235 also covers the design and organization of modern newspapers, including local and national publications. Prerequisite: ENG 121. Offered every year.

COM 237 Journalism Practicum

(maximum 6 credits)

The option for this practicum is print journalism. Students have the opportunity to publish the student newspaper, *The Observer*. Students interested in receiving credits for this practicum must present portfolios of their work. The newspapers' editorial board and faculty advisor assign credits. Offered every year.

COM 322 Advanced Public Speaking (3 credits)

This course provides students with the skills to produce effective oral presentations in professional contexts. The course includes formal individual speeches as well as interactive and group presentations. It is run as a seminar to provide students with experience as moderators. Prerequisite: ENG 212. Offered every year.

COM 336 Broadcast Public Relations (3 credits)

This course provides a focused overview of electronic public relations applications and presents guidelines for using electronic technologies for public relations purposes. Students will learn to reach various publics through public service announcements, video news releases and satellite media tours. Students also will learn how to reach media, government, consumers, employees and management effectively by applying electronic media technologies. Prerequisite: COM 227. Offered as needed.

COM 340 Writing for Public Relations (3 credits)

COM 340 is a survey course requiring copywriting in public communication formats, including news releases, features, editorials, brochures, speeches, profiles, newsletters and annual copy. Prerequisite: ENG 121. Offered as needed.

COM 341 Technical Writing (3 credits)

This course trains students to produce documents of a technical nature commonly found in a business context. Students are required to prepare a variety of technical reports, including audits, technical manuals and feasibility studies. Prerequisite: ENG 121. Offered as needed.

COM 342 Writing for the Computer Industry

(3 credits)

This course is designed to increase students' ability to communicate high-tech information and to apply the technical writing process to the computer industry. The course focuses on techniques for creating documentation with attention to formatting, graphic design and text organization. Prerequisite: COM 341 or permission of the instructor. Offered as needed.

COM 435/ENG 330 Feature Writing (3 credits)

This course is for students who want to explore feature writing as a means of improving their research and writing skills or to pursue a print journalism focus in the communication major. Students will learn how to develop and organize ideas, adapt their writing for specific audiences and revise and polish their prose styles. Prerequisite: COM 235 or permission of the instructor. Offered as needed. Writing Intensive Course.

COM 444 Video Production (3 credits)

This course includes lectures on video history, theory and techniques as well as hands-on production experiences to provide students with theoretical and applied knowledge of non-broadcast television applications in corporate environments. Prerequisite: ENG 121. Offered as needed.

COM 446 Public Relations Administration

(3 credits)

This case-studies course helps students develop the skills to effectively oversee the planning, development and analysis of public relations campaigns. Students will be expected to apply theoretical models, management skills and interpersonal communication skills to seek the most effective strategy to promote the interests of the client and its publics and to budget the campaign accordingly. Students also will learn to prevent "reactionary" public relations by developing strong contingency plans. Prerequisite: COM 227 and COM 340. Offered as needed. Writing Intensive Course.

COM 448 Law of Mass Communication

(3 credits)

This course provides students with the skills and knowledge they need to work in the communications profession. They also will develop a clear understanding of the statutory and constitutional guidelines governing the profession. Students learn the theoretical underpinnings of the First Amendment, followed by its application in cases involving libel, privacy, intellectual property, corporate speech, advertising, obscenity, access to information, protection of news sources, broadcasting policy and electronic media regulations. Offered as needed.

COM 452 Public Relations Campaign Planning Seminar (3 credits)

This capstone course offers practice in managing communication campaigns from the public relations perspective and emphasizes the production and presentation of campaign plans. Students will develop and pitch a campaign for a real client. Prerequisite: COM 227 or permission of the instructor. Offered as needed.

COM 480 Independent Study (2 or 3 credits)**COM 480A Independent Study** (1 credit)

This course allows a student to investigate any communication subject not in the curriculum. Prerequisite: permission of the instructor, the program coordinator/department chair and the school dean. Offered as needed.

COM 490A Communication Cooperative Education (3 credits)**COM 490B Communication Cooperative Education** (6 credits)

COM 490C Communication Cooperative Education (12 credits)

Students may use three, six or 12 credit hours of free electives for placement in a supervised, career-related work experience. Students report on the experience as required by the cooperative education syllabus. The Career Development Center administers the experience and the program coordinator/department chair provides the academic evaluation. Prerequisites: permission of the program coordinator/department chair and the Career Development Center. Offered every year.

Child Development (Early Childhood)

DEV 101 Exploring Dimensions of Child Development (3 credits)

Students considering a career in child development are given a broad overview of the profession and the program at Southern New Hampshire University. This is an introductory course designed to help students examine themselves as well as their career options so they can make informed and responsible choices about their own futures and their major programs of study. Students are required to do 10 hours of community service in the field of child development as a course requirement. This course prepares them to apply to enter the child development program.

DEV 102 Child Development (3 credits)

This course surveys the human growth and development from ages 3 to 12 of both typical and atypical children from diverse backgrounds. Theories pertinent to individual stages are provided and the sociological, cultural and psychological aspects of human growth and development are included. Students conduct observations and assessments of young children.

DEV 103 Infant and Toddler (3 credits)

This course focuses on human growth from conception to age 3. It includes methods of observation, planning and teaching infants and toddlers, both typical and atypical and from diverse backgrounds. Twenty hours of field experience is included.

DEV 151 Understanding Exceptional Children and Adolescents (3 credits)

This course presents an overview of the nature and needs of persons with disabilities. The psychological, medical, social and educational aspects of each population will be reviewed. Legislation and its implications will also be studied. (Taken concurrently with EDU 102.) Prerequisites: DEV 104, EDU 101 for elementary education majors. Twenty hours of field experience is required.

DEV 201 Primary School Integrated Curriculum (3 credits)

Students learn how to provide developmentally appropriate activities that encourage creativity and self-expression. They learn how to use play as a vehicle for creativity and learning and work with both typical and atypical children through 20 hours of field experience.

DEV 202 Child Development (3 credits)

Students learn how to provide developmentally appropriate activities that encourage creativity and self-expression and how to use play as a vehicle for creativity and learning. They will work with both typical and atypical children through 20 hours of field experience.

DEV 203 Practicum I (1 credit)

Practicum provides a minimum of 50 hours of field experience, usually one day a week for 10 weeks. This includes observation and varying levels of participation, including taking the role of lead teacher for 15 hours. In addition, students meet every other week for two hours for a seminar. Practicum experiences include working with special-needs children. Practicum I is with children ages 3 to 6 in a preschool or kindergarten setting. The site is assigned by the university.

DEV 204 Practicum II (1 credit)

Practicum provides a minimum of 50 hours of contact time with children, usually one day a week for 10 weeks. This includes observations and varying level of participation, including taking the role of lead teacher for 15 hours. In addition, students meet every other week for two hours for a seminar. Practicum experiences must include special-needs children. Practicum II is with children in grades one to three in an elementary school setting. The site is assigned by the university.

DEV 205 Role of Families (3 credits)

Students learn about parenting as a developmental process. They also learn about varying family structures, sibling relationships, and familial and community relations, including communication and interaction with families from a variety of cultural and socio-economic backgrounds and families with special-needs children.

DEV 230 Behavior Theory and Practice (3 credits)

This course is an introduction of the major theoretical approaches to classroom behavior and behavior change. Emphasis is placed on practical and ethical applications in the classroom environment. Students learn proactive and reactive strategies to teach responsibility and self-management to typical students and students with challenging behaviors. Twenty hours of field experience is required. Prerequisites: DEV 104, DEV151, EDU 101 and EDU 102.

DEV 301 Behavior Management and Legal Issues (3 credits)

Students learn how to give positive guidance so that children, both typical and atypical, behave in acceptable ways. There is an emphasis on proactive behavioral systems. Legal issues are included. It is highly recommended that the student be taking the practicum or internship concurrently.

DEV 302 Foundations and Issues in Child Development (3 credits)

The student is exposed to historical, sociological and philosophical foundations of child development programs. Students develop their personal philosophies of education, study topical issues and problems in the field and are encouraged to form independent opinions. Students examine the various models of programs in use today, including models of special-needs education.

DEV 303 Administration of Child Development Programs (3 credits)

This course provides students with basic skills in supervising and administering child development programs for both typical and atypical children.

DEV 499 Internship (3 to 12 credits)

The Internship is a culmination of a student's field experiences. It consists of a minimum of 150 clock-hours in the field and is accompanied by seminar meetings to provide opportunities for the analysis, evaluation and discussion of field experience.

Economics**ECO 201 Microeconomics** (3 credits)

This course examines the role of economic systems in allocating scarce resources to satisfy the needs and wants of individual members of a society. After a brief exposure to alternative economic systems, the focus becomes the nature and performance of American capitalism. Primary emphasis is placed upon the development of models that explain the behavior of consumers, producers and resource suppliers in various market structures. Prerequisite: MAT 120. Offered every semester.

ECO 202 Macroeconomics (3 credits)

This course explores the manner in which the overall levels of output, income, employment and prices are determined in a capitalist economy. The focus is on the forces that act to shape these factors and determine their fluctuations. The role of government fiscal and monetary policy in influencing the level of economic activity also is a major area of study. The impact of international transactions on the domestic economy also is discussed. Prerequisite: MAT 120. Offered every semester.

ECO 301 Managerial Economics (3 credits)

This course applies economic theory and quantitative techniques to solving business decision problems. The principal economic framework is that of microeconomics and covers such topics as demand, production, cost and market structures. Regression and linear programming are the main quantitative tools developed in the course. Computer applications are a required part of the course. Prerequisites: ACC 102, ECO 201, ECO 202 and MAT 220. Offered every semester.

ECO 306 Money and Banking (3 credits)

This course covers three broad areas. The first is the banking industry's regulations and internal operations. The second area focuses on the banking industry's role in the national economy, including monetary policy and its macroeconomic effect on prices, employment and growth. International banking is the third area covered and includes an overview of institutional arrangements and the effects of international banking on the world economy. Prerequisites: ECO 201 and ECO 202. Offered every year. Writing Intensive Course.

ECO 308 U.S. Economic History (3 credits)

This course develops and explores alternative explanations regarding the forces that influence historical development and the growth of the capitalist economic system in the United States. The course focuses on the evolving relationships between capital and labor, production and consumption, the development of markets and government intervention by tracing the progressive development of the United States from a colony to a global economic power. Prerequisites: ECO 201 and ECO 202. Offered as needed.

ECO 314 Labor Economics (3 credits)

This course develops and explores explanations of the operation of the labor market in the United States' capitalist economy. An eclectic approach is used to compare and contrast different views on such issues as the nature of the working class, the role of trade unions in the labor market, the impact of investments in labor power, the causes of poverty and unemployment, the influence of technological change on the labor market, and the role of the government in the labor market (i.e. minimum wage legislation, employment training programs, unemployment compensation, retirement and Social Security). Prerequisites: ECO 201 and ECO 202. Offered as needed.

ECO 322 International Economics (3 credits)

International Economics develops and explores alternative explanations for the determinants of international trade and financial flows. Emphasis is placed on analyzing the cause and effect of such international phenomena as trade patterns, factor mobility, direct and portfolio investment, multinational corporations, balance of payments disequilibria, and government trade and exchange controls. The course highlights the interdependence of nation-states in the world economy and the development of national policies that are designed to alter or control the pattern of international trade and investment. Prerequisites: ECO 201 and ECO 202. Offered every year.

ECO 325 Economics for Hospitality Students

(3 credits)

Topics in economics will be selected and designed for study by students in the bachelor of applied science in hospitality administration program. Open only to students in the BASHA program. Offered as needed.

ECO 327 Economic Development (3 credits)

Economic explanations for development and underdevelopment are studied in this course. The course focuses on the problems that less-developed countries face and on alternative approaches to addressing these problems. Prerequisites: ECO 201 and ECO 202. Offered every other year.

ECO 330 Public Finance (3 credits)

This course examines the economic rationale for government provision of goods and services in a market system. Efficiency criteria for evaluating government programs, tax policy and the current U.S. tax structure also are studied. Prerequisites: ECO 201 and ECO 202. Offered every other year.

ECO 335 Urban and Regional Economics

(3 credits)

This course looks at the causes of urbanization and the growth of regional economies. Problems arising from urbanization, their effects on local economies and the government's role in solving them are explored. Prerequisites: ECO 201 and ECO 202. Offered every other year.

ECO 340 Comparative Economic Systems

(3 credits)

This course examines alternative economic systems, from planned systems to non-planned and mixed systems. The economic systems of the major developed and developing countries are studied. The elements and problems that go into putting an economic system together also are explored. Prerequisites: ECO 201 and ECO 202. Offered as needed.

ECO 345 History of Economic Thought

(3 credits)

This course analyzes the evolution of economic theory. Schools of thought covered include mercantilism, classical political economy, Marxist political economy, neo-classical and Keynesian economics and institutionalism. Through this survey, the course seeks to emphasize the historical origins of modern theories and debates. Prerequisites: ECO 201 and ECO 202. Offered every other year.

ECO 360 The Rise of Modern Asia (3 credits)

This course describes and explains the emergence of modern nations in Pacific Asia. History, geography and cultural traditions are examined and related to the economic development of Pacific Asia. Prerequisites: ECO 201 and ECO 202. Offered as needed.

ECO 402 Business Cycles and Forecasting

(3 credits)

This course emphasizes the underlying theory of business cycles and the application of this theoretical structure to forecasting business conditions and economic activity. Advanced concepts in macroeconomics provide the basic economic models. The forecasting aspect of the course encompasses classical regression, time-series analysis and some contemporary methods. Computer implementation of some of these techniques will be an integral part of the course. Prerequisites: ECO 201, ECO 202 and MAT 220. Offered every other spring.

ECO 480 Independent Study (3 credits)

ECO 480A Independent Study (4-6 credits)

This course allows the student to investigate any economic or finance subject not incorporated into the curriculum. Prerequisites: permission of the instructor, the program coordinator/department chair and the school dean, ECO 201, ECO 202 and MAT 220. Offered every year.

ECO 490A Economics and Finance Cooperative Education

(3 credits)

Prerequisites: consent of the Career Development Center and permission of the program coordinator/department chair. Offered every year.

ECO 490B Economics and Finance Cooperative Education

(6 credits)

Prerequisites: consent of the Career Development Center and permission of the program coordinator/department chair. Offered every year.

ECO 490C Economics and Finance Cooperative Education

(12 credits)

The economics/finance cooperative education option is a semester of supervised career-related work experience. Students are required to prepare monthly on-the-job reports and a final written analysis in a case-study format. Prerequisites: consent of the Career Development Center and permission of the program coordinator/department chair. Offered every year.

Teacher Education

EDU 200 Introduction to Education

(3 credits)

This course gives students an overview of American education through the analysis of its historical and philosophical roots. Contemporary issues in American education are emphasized. Non-education majors may use this course as a social science elective. Prerequisite: ENG 120 or equivalent. Offered every year. Writing Intensive Course.

EDU 220 Middle Level Education

(3 credits)

This course provides students with innovative and authentic learning experiences about middle-level education. Topics include team teaching, advising, integrating curriculum, active learning, cooperative learning, trackless classes, block scheduling, community service programs, health education, and full exploratory and concentrated curriculum. Prerequisites: DEV 104 and DEV 151.

EDU 241 Technology Applications for Educators-Basic Level (3 credits)

This course examines the state of technology in elementary and secondary schools. Students will learn how to integrate technology into their classrooms and curriculum development. Classroom methodologies and management will be discussed. Students will develop lessons and goals for classroom implementation. This basic-level course is for those students who have had little or no computer experience. (If a student knows only word processing on a computer, this class is for him or her.)

EDU 290 Field Experience (3 credits)

Field experience provides future teachers with varied educational experiences that are appropriate for their major teaching areas. Typical experiences include working as teaching assistants and visiting a variety of schools. A journal and several written reports may be required. Prerequisite: permission of the program coordinator. English and social studies education students only. Offered every semester.

EDU 291 Field Experience (3 credits)

Prerequisite: permission of the program coordinator. Marketing education students only. Offered every semester.

EDU 300 Principles of Business and Vocational Education (3 credits)

This course focuses on business education and studies the field's curriculum, levels, facilities, materials, research and issues. Current practices in business education are emphasized. Cooperative education is studied in depth. Prerequisite: EDU 200 or permission of the program coordinator. Offered as needed.

EDU 303 Math and Science for Grades 1-3

(3 credits)

Students learn techniques of teaching mathematics and science in an integrated way. This course prepares students for teaching grades 1-3 in an elementary school classroom. Practicum must be taken concurrently. In order to receive credit for this course, students must pass a Math Proficiency Test.

EDU 308 Assessment, Accountability and Teaching in the Classroom (3 credits)

This basic course for classroom teachers explores various techniques necessary for designing and implementing authentic measures to assess successful student learning.

EDU 310 Methods of Teaching Keyboarding and Office Technology (3 credits)

Students will study methods of instruction, skill-building techniques, selection and preparation of instructional materials, standards of achievement, and the evaluation and measurement of pupil progress in keyboarding, word processing and office procedures. Prerequisite: IT 100 or permission of the program coordinator. Offered as needed.

EDU 313 Methods of Teaching Accounting and General Business (3 credits)

This course studies the methods of instruction, selection and preparation of instructional materials; standards of achievement; and evaluation and measurement of pupil progress in bookkeeping, accounting, information processing and basic business courses. Prerequisite: ACC 102 or permission of the program coordinator. Offered as needed.

EDU 314 Consultation & Collaboration (3 credits)

This course is an examination of the collaborative/consultative model and skills. It also focuses on the state, federal and local laws regarding the education of students with special needs. This course also includes the skills necessary for IEP and team development.

EDU 315 Methods of Teaching Marketing Education (3 credits)

The methods of instruction, selection and preparation of materials and evaluation of student progress in the area of marketing education are covered. Prerequisites: at least two courses in marketing and permission of the program coordinator/department chair. Offered as needed.

EDU 320 Methods of Teaching English I

(3 credits)

This course prepares students to teach reading and literature in grades 5-12. The course will cover textbook analysis, vocabulary development, study skills and reading theory, including "reading to learn." Students will learn how to teach literature, prepare lesson plans, and design and evaluate essay questions. Adolescent literature, English as a second language and instructional resources also will be covered. May be taken before or after EDU 321. Prerequisite: permission of the program coordinator/department chair. Students should take this course prior to student teaching and should have taken at least four courses in language and literature above the freshman level. Offered as needed.

EDU 321 Methods of Teaching English II

(3 credits)

This course prepares students to teach writing and speaking in grades 5-12. The course will introduce students to important theories of writing, including "writing to learn," and pedagogy, and will cover methods for integrating speaking and listening into language arts instruction. Methods of grading and evaluation, classroom management and discipline also will be discussed. Prerequisite: permission of the program coordinator. Students should take this course prior to student teaching and should have taken at least four courses in language and literature above the freshman level. May be taken before or after EDU 320. Offered as needed.

EDU 321 Methods of Teaching English II

(3 credits)

This course prepares students to teach writing and speaking in grades 5-12. The course will introduce students to important theories of writing, including "writing to learn," and pedagogy, and will cover methods for integrating speaking and listening into language arts instruction. Methods of grading and evaluation, classroom management and discipline also will be discussed. Prerequisite: permission of the program coordinator. Students should take this course prior to student teaching and should have taken at least four courses in language and literature above the freshman level. May be taken before or after EDU 320. Offered as needed.

EDU 324 Mild Learning Disabilities, Inclusion and Curriculum Adaptations

(3 credits)

In this course, students will become familiar with a wide variety of obstacles to learning and will learn practical strategies to facilitate inclusion and instruction at the elementary, middle and secondary school levels. The nature of learning disabilities will be presented in conjunction with reasonable classroom modifications. Requires 20 hours field experience. Prerequisites: DEV 151, EDU 342 and EDU 343. EDU 343 may be taken concurrently.

EDU 335 Concepts and Skills in Mathematics

(3 credits)

This course is a study of mathematics taught in grades K-6 and the current methods for teaching this content. Extensive experience with manipulative materials is provided. Field experiences are required.

EDU 341 Technology Applications for Educators-Advanced Level

(3 credits)

This course provides education students with an overview of and practical experience with the use of all types of technology in today's classrooms. Macintosh computers, multimedia and all types of audio-visual equipment will be highlighted. Classroom methodologies and management will be discussed. Students will develop lessons and goals for classroom implementation. This advanced course is for those students who are familiar with and feel comfortable working with computers. (If a student has had some word processing, database, spreadsheet and/or software experience, this class is for him or her.)

EDU 342 Reading and Language Arts I

(3 credits)

This course will examine the development of oral language and listening skills in the elementary classroom; research-based strategies instruction for reading, listening and speaking; strategies for responding to reading; and children's literature as a vehicle for language arts instruction. Requires 20 hours of field experience. Prerequisite: ENG 240 (should be taken prior to or concurrently with EDU 342) and acceptance into the Teaches Preparation Program.

EDU 343 Reading and Language Arts II

(3 credits)

This course will examine the reading/writing connection; the writing process; research-based strategies for subskills instruction-grammar, usage, mechanics of writing, handwriting and spelling; content-area reading and study strategies; development of literature-based thematic units; and reading and language arts assessment strategies. Prerequisites: EDU 342 and acceptance into the Teacher Preparation Program.

EDU 344 Integrated Curriculum Methods

(3 credits)

This course is a multidisciplinary, multisensory, hands-on experience in which students work with mentors in a classroom setting. Students will observe, teach, self-evaluate and develop an integrated unit. Content areas will include science and social studies. On-site participation is required. Prerequisite: acceptance into the Teacher Preparation Program.

EDU 350 Special Education Assessment

(3 credits)

This course focuses on educational assessment through formal tests, observations and informal tasks. Students each conduct an in-depth study of one pupil and write a report summarizing the findings. Emphasis is placed on learning assessment terminology, the administration of various devices, understanding results and educational implications. Prerequisite: acceptance into the Teacher Preparation Program or the Conversion Program.

EDU 430 Student Teaching and Seminar

(12 credits)

Student teaching is a culmination of the student's field experiences. He or she must demonstrate a mastery of principles, attitudes and techniques necessary for successful teaching. Two placements of eight weeks are required; one experience must include working with special-needs children. Seminar meetings provide opportunities for the analysis, evaluation and discussion of field experience.

EDU 490 Student Teaching

(12 credits)

All teacher education majors seeking certification will participate in 12 weeks of full-time practice teaching at nearby schools. During the 12 weeks, the student teacher receives close and continuous supervision and guidance from teaching personnel at the school and by a member of the Southern New Hampshire University faculty. Submission of a student teaching portfolio at the conclusion of the internship is required. Weekly seminars at the university also may be held. Prerequisites: prior approval by the Teacher Education Program Interview Committee and passing scores on the PPST (PRAXIS I) competency test, one or more teaching methods courses, senior standing and permission of the program coordinator at least three months prior to registration. Offered every term.

English

Note: Only courses with the course prefix LIT may be used as literature electives.

ENG 070 Transitional English (6 credits)

ENG 070 is open to students who have been referred by International Admissions or the Center for Language Education. This course focuses on the basic academic skills required of college students, including summarizing, paraphrasing, and quoting and documenting sources, while developing students' process-writing skills. Students also receive instruction in library and online research techniques. Students enrolled in English 070 must complete the course before enrolling in English 101I. Offered as needed.

ENG 100 Reading Strategies (3 credits)

English 100 is a developmental reading, writing and study course designed to improve the verbal skills of new students who demonstrate a need for language assistance before they may proceed to English 101. English 100 provides students with practical reading strategies using a variety of materials, including excerpts from literature, short pieces of nonfiction and chapters in textbooks. It also requires a number of short writing assignments. Placement in this course is based on data from a variety of sources, including standardized tests and writing samples obtained during the first week of school. Students may test out of this course and go directly into English 101. Enrollment in English 100 is kept intentionally small, typically 15 students per section, to assure maximum benefit. Credits awarded for this course are counted in addition to the 120-credit minimum degree requirement. Offered every year.

ENG 101 Fundamentals of Writing (3 credits)

English 101 is a basic writing course designed to help students acquire the composition skills they need to succeed in English 120. Students will be engaged in preparing essays that respond to written texts, thereby combining reading skills with writing strategies. In addition, English 101 provides a systematic introduction to/review of grammar, mechanics and other college-writing conventions. One major objective of English 101 is to teach students to prepare essays that review and evaluate the ideas and issues found in the writings of others. All English 101 students must pass the Basic Competency Examination before being admitted into English 120. A common-course grammar/mechanics test is given during the final week of the semester. Classroom instructors confirm placement in English 101 during the first two weeks of instruction. Credits awarded for this course are counted in addition to the 120-credit minimum degree requirement. Classes are kept intentionally small, typically 15 students per section, to assure maximum benefit. Offered every semester.

ENG 101I Fundamentals of Writing for International Students (3 credits)

English 101I is specifically designed for students whose primary language is not English and who consequently have special linguistic requirements. The major objective of English 101I is to prepare students for success in English 120 through a basic and programmed approach to the acquisition of reading skills, writing conventions and fluency in English grammar/mechanics. Students must pass the Basic Competency Examination, which is issued during finals week, before they may be admitted into English 120. Students also are required to take a grammar/mechanics test during the last week of instruction. English 101I meets four times a week. Enrollment is kept intentionally small, typically 12 students per section, to assure maximum benefit. Placement is determined by the staff of the Center for Language Education and verified by the freshman writing coordinator/department chair. Credits awarded for this course are counted in addition to the 120-credit minimum degree requirement. Offered every semester.

ENG 102 Introduction to Literature (3 credits)

This course offers an introduction to the major genres of fiction, poetry and drama as a foundation for the study of literature. Students read and learn to think critically about a variety of works from the classical to contemporary periods. All sections emphasize the writing of literary analyses. All students must meet minimum standards of competency to receive passing grades. This course is a prerequisite for all literature courses. Prerequisite: grade of "C-" or better in ENG 101 or permission of the English Department.

ENG 120 College Composition I (3 credits)

ENG 120 is a college-level writing course that introduces students to various forms of academic discourse. Students are required to prepare essays in a variety of rhetorical modes, including exposition, description and argumentation. In addition to out-of-class writing assignments, students will be required to compose in-class essays in response to readings and other prompts. ENG 120 introduces students to process-writing techniques, library research and MLA documentation procedures. The primary focus of ENG 120 is to help students acquire the writing skills they need to succeed in an academic environment. Enrollment is kept intentionally small, typically 15 students per section, to assure maximum benefit. Prerequisite: completion of ENG 101 or placement by the freshman writing coordinator/department chair. Offered every semester.

ENG 121 College Composition II (3 credits)

ENG 121 is the sequel to ENG 120. This course concentrates on argumentative writing and requires students to prepare a major research report, one that reveals fluency with argumentative strategies and rhetorical conventions. In addition, students are introduced to analytical reading techniques, critical research methods and current documentation procedures. Although other kinds of writing are commonly assigned in ENG 121, argumentation remains the major focus of study. Enrollment is kept intentionally small, typically 15 students per section, to assure maximum benefit. Prerequisite: ENG 120. Offered every semester.

ENG 209 Writing Across the Curriculum

(3 credits)

This course offers continued practice in writing college-level prose with a rhetorical emphasis across the disciplines. Critical reading and thinking are promoted through cross-curricular readings in the general education required courses as well as the major and minor areas of study. All sections emphasize the use of library resources and the preparation of academic research papers in each student's major. This course satisfies the general education requirement course in writing. Prerequisite: grade of "C-" or better in ENG 101/passing a proficiency exam.

ENG 212 Public Speaking (3 credits)

This course is designed to help students develop abilities, including organization and delivery skills, for all speaking situations. The evaluation and improvement of voice, diction, articulation and posture also are studied. Prerequisite: ENG 120. May not be used as literature elective. Offered every semester.

ENG 220 Business Communication (3 credits)

ENG 220 is a practical introduction to the preparation of business correspondence, employment applications and resumes and formal research reports. Written communication skills are emphasized. Prerequisite: ENG 121. May not be used as literature elective. Offered every semester.

ENG 240 Literature for Children (3 credits)

This course offers an interpretive and critical study of literature that is appropriate for children from preschool through the elementary school years. The course will focus on the various literary genres, elements of fiction, authors and illustrators. (This course was Notre Dame College ENG 240 and does not fulfill any literature requirements for Notre Dame transfer students.) May not be used as a literature elective.

ENG 327 Play Writing Workshop

(3 credits)

This course is a roundtable forum in which 10 to 15 students will write stage plays of various lengths using traditional and experimental methods and forms. Members of the class will produce at intervals to be established by the instructor and will take turns presenting their works to the group for comment and discussion. The class will produce some student plays during the term. Prerequisite: ENG 120. May not be used as a literature elective. Offered in the spring semester of every odd-numbered year. Writing Intensive Course.

ENG 328 Poetry Writing Workshop (3 credits)

This course is a roundtable forum in which 10 to 15 students will write short or long poems using traditional and experimental forms. Members of the class will produce on a weekly basis and take turns presenting their manuscripts to the group for commentary and discussion. Prerequisite: ENG 120. May not be used as a literature elective. Offered in the fall semester of every even-numbered year.

ENG 329 Fiction Writing Workshop (3 credits)

This course is a roundtable forum in which 10 to 15 students will write short or long fiction using the techniques of 19th-century realism as well as modernist and experimental techniques. Members of the class will produce on a weekly basis and take turns presenting their manuscripts to the group for commentary and discussion. Prerequisite: ENG 120. May not be used as a literature elective. Offered in the fall semester of every odd-numbered year.

ENG 330/COM 435 Nonfiction Writing Workshop (3 credits)

ENG 330 is designed for students who would like to gain experience in writing nonfiction prose beyond the freshman writing sequence. Prerequisite: "B" averages in both ENG 120 and ENG 121 or permission of the program coordinator. This course will be interchangeable with COM 435 Feature Writing. May not be used as a literature elective. Offered in the spring semester of every odd-numbered year. Writing Intensive Course.

ENG 333 Introduction to Linguistics (3 credits)

ENG 333 is an introduction to selected topics in English linguistics, including dialects, usage, history, semantics and phonology. The languages of racism, sexism, advertising and propaganda also are considered. Prerequisite: ENG 121. Offered in the fall semester of every even-numbered year.

ENG 355 English Grammar (3 credits)

This is a course in English syntax. Its main goal is to describe the ways in which sentences are formed in current English. Its overall purpose is to ensure an understanding of English rules and structure that is active and specific rather than passive and vague. This course is required for English and English education majors. Prerequisites: ENG 121 and junior or senior standing. Offered every spring of every odd-numbered year. May not be used as a literature elective.

ENG 480 Independent Study (3 credits)

This course allows the student to investigate any English subject not incorporated into the curriculum. Prerequisite: permission of the instructor, the program coordinator or the school dean. Offered every year.

ENG 490A English Language and Literature Cooperative Education (3 credits)**ENG 490B English Language and Literature Cooperative Education** (6 credits)

Prerequisites: consent of the Career Development Center and permission of the program coordinator.

Fine Arts**FAS 131 Chorus I** (0 credits)

Must take Chorus I, Chorus II and Chorus III to receive 3 credits. Offered every semester.

FAS 132 Chorus II (0 credits)

Must take Chorus I, Chorus II and Chorus III to receive 3 credits. Prerequisite: FAS 131. Offered every semester.

FAS 133 Chorus III (3 credits)

Students who wish to receive credit for chorus must attend for three semesters. Those who successfully complete the third semester will be awarded 3 credits. In addition to rehearsing and performing a repertoire representing various periods and styles of choral music, credit-seeking students will receive instruction in solfege, theory and music appreciation as related to the repertoire they are singing. Participation in the chorus is also open to the entire university community on a non-credit basis. Prerequisite: FAS 132. Offered every semester.

FAS 201 Introduction to the Humanities I: Greece through the Renaissance (3 credits)

This course assumes that students have had little or no exposure to its content. It offers vocabulary, understanding and appreciation of the visual arts in their cultural contexts in history, religion, literature and ideas. It focuses on the achievements of ancient Greece and Rome, the medieval period and the Renaissance while also exploring related issues in non-European cultures. May be taken independently of FAS 202. Offered every year.

FAS 202 Introduction to the Humanities II: Baroque through Modern (3 credits)

This course assumes students have had little or no previous exposure to its content. It offers vocabulary, understanding and appreciation of the visual arts in their cultural contexts in history, music, literature and ideas. It focuses on the cultural periods of the Baroque, the Enlightenment, Romanticism, Realism and Early Modernism while also exploring related issues in non-European cultures. May be taken independently of FAS 201. Offered every year.

FAS 223 Appreciation and History of Music (3 credits)

This course introduces students to the scope and history of Western art music, with emphasis on music of the Baroque, Classical, Romantic and Modern periods. It provides vocabulary, concepts and aural skills that allow listeners to hear with greater discernment and appreciation. Topics include composers, styles, instrumentation, form, texture and cultural contexts. Offered as needed.

FAS 225 Useful Photography (3 credits)

This course reviews the various kinds of still cameras and the ways in which students can employ the use of light, visual impact and optical effects. Students are encouraged to take photographs during the term and to apply the knowledge to practical situations. Offered only in the Division of Continuing Education.

FAS 231 Chorus IV (0 credits)

Must take Chorus IV, Chorus V and Chorus VI to receive 3 credits. Prerequisite: FAS 133. Offered every semester.

FAS 232: Chorus V (0 credits)

Must take Chorus IV, Chorus V and Chorus VI to receive 3 credits. Prerequisite: FAS 231. Offered every semester.

FAS 233: Chorus VI (3 credits)

Chorus IV, V and VI allow students to continue studying choral singing by extending their credit-bearing participation in the chorus. Their study of solfege, theory and music appreciation will be individualized in consultation with the chorus director. As in Chorus III, 3 credits will be awarded upon successful completion of three semesters' participation and learning. Prerequisite: FAS 232. Offered every semester.

FAS 260 Architecture: Introduction and History (3 credits)

The aim of this course is to stimulate the appreciation of architecture in students who have had little or no exposure to the subject. The course is organized by historical periods, from ancient Egypt through the end of the 20th century. It considers architectural aims, materials, methods, structural principles, major works and styles. It makes connections between individual buildings and the cultural contexts from which they were derived. Field trips are required. Offered as needed.

FAS 330 Introduction to Film (3 credits)

This course involves the viewing and analysis of representative fictional, documentary and experimental films. Students become acquainted with film theory, basic terminology, film history, aesthetics and production techniques through three lecture hours plus two scheduled viewing hours per week. Offered as needed.

FAS 340 Modern Art (3 credits)

This course presents an introduction to the major artists, works and stylistic periods of modern art and relates them to historical and cultural contexts of the 20th century. It aims to stimulate the appreciation of art in students who have had little or no exposure to the subject. Offered as needed.

FAS 370 American Art (3 credits)

This is a course about art appreciation and art history that will introduce students to essential concepts of aesthetics, media and the cultural meanings of art. Students will learn about the development of American art from Puritan times to World War II. Special attention will be paid to the cultural relevance of art, including what American art can teach us about America and what is uniquely American about American art. Offered every year.

Freshman Experience

FEX 100 Freshman Experience Seminar

(3 credits)

This course is an opportunity for freshmen to become familiar with and adjust to the collegiate experience. Broad issues of human development as they pertain to the transition from high school to college are explored. Also included are issues related to the nature, purpose and processes of postsecondary education, with particular emphasis placed on the freshman year. Career planning, study skills, communication skills and interpersonal relationships also are major components of the course. Offered every semester.

Finance

FIN 220 Introduction to Investments (3 credits)

This course introduces and examines various investment vehicles, including stocks, bonds, mutual funds and commodities. The course emphasizes the decision-making process that underlies all investment decisions. Prerequisites: ECO 201 and ECO 202. Offered every year.

FIN 250 Personal Financial Planning (3 credits)

This course provides an overview of personal financial decision-making. The course uses the life-cycle approach and emphasizes financial planning for each phase of life. Topics covered include career planning, budgeting, use of credit, insurance, investments, retirement planning and income tax planning. Prerequisite: junior or senior standing. Offered as needed.

FIN 320 Introduction to Business Finance

(3 credits)

This course is designed to survey the corporate finance discipline, examine the financial management of corporations and help students develop the skills needed to make decisions about financing, investments and dividends. Students also will be introduced to money, capital markets and institutions. Prerequisites: ACC 102, ECO 201 and ECO 202. Offered every semester.

FIN 322 Risk Management and Insurance

(3 credits)

This course examines the concept of risk, the principles of risk management, private and social insurance mechanisms and the insurance industry. Special attention is given to business and personal risks associated with loss of income, the ownership of property and legal liability. Students are required to prepare and submit a written business and/or personal plan of risk management. Prerequisites: ECO 201 and ECO 202. Offered as needed.

FIN 324 Security Analysis (3 credits)

This course offers an opportunity for students to examine modern theories and approaches in portfolio selection, security analysis and bond management. Particular emphasis is placed on integrating modern portfolio selection models with traditional valuation theory and analysis. Prerequisites: FIN 220 and FIN 320. Offered every year.

FIN 326 Contemporary Issues in Finance

(3 credits)

This course offers an opportunity for students to examine advanced issues in corporate finance. This includes coverage of issues in capital and money markets, including derivative securities. Students will examine in detail these advanced topics in finance, their investment characteristics, various valuation approaches and portfolio strategies for using them. Prerequisites: FIN 220 and FIN 320. Offered as needed.

FIN 336 /INT 336 Multinational Corporate Finance (3 credits)

This course emphasizes aspects of financial planning for corporations with overseas operations. The sources and uses of corporate funds abroad are evaluated and criteria for choosing among alternative foreign investments are analyzed. The effects of international corporate financial planning, including such factors as the characteristics of foreign money and capital markets, international financial institutions, exchange rate changes, currency restrictions, tax regulations and accounting practices, are examined. Prerequisites: FIN 320 and junior or senior standing or permission of the instructor. Offered every fall semester.

FIN 435 Financial Policy and Decision-Making

(3 credits)

This course is designed to pursue financial decision-making under real-world conditions of risk and uncertainty. Heavy emphasis is placed on evaluating the allocation of funds within a firm and managing the capital structure. Prerequisite: FIN 320. Offered every fall semester. Writing Intensive Course.

Fashion Merchandising**FMK 101 Basic Design and Color Theory**

(3 credits)

This course examines the basic principles of design, including balance, emphasis, proportion and rhythm. The art elements of line, space, texture and color are studied with special emphasis on how they relate to advertising layout and design and visual merchandising. Offered every spring semester.

FMK 202 Fashion Merchandising (3 credits)

Fashion principles and procedures used in planning, selecting, pricing and selling fashion goods in retail stores, catalogs and on the Internet are studied. Merchandising systems, assortment plans and inventory control methods are analyzed. A field trip to New York City's market district is a possibility. Prerequisites: MKT 113 and MKT 222 or permission of the instructor. Offered every fall semester. Writing Intensive Course.

FMK 203 Retail Sales Promotion (3 credits)

This course focuses on four areas of sales promotion: advertising layout and design, visual merchandising, personal selling and special events planning. Planning and implementing a fashion show often is a part of this course. Prerequisites: MKT 113 and MKT 222 or permission of the instructor. Offered every spring semester.

FMK 204 Textiles (3 credits)

Textile information pertinent to merchandising is included in this course. Analysis of fibers, yarns and weaves, fabric recognition, and a detailed study of natural and man-made materials is emphasized. Offered every spring semester.

FMK 290A Fashion Merchandising Cooperative Education (3 credits)

The student shall have the option of working as a cooperative student anywhere in the United States or abroad during the summer between the first and second years, or working part-time in the Manchester area during the first semester of the second year. A minimum of 120 hours will be required. Prerequisites: consent of the Career Development Center and permission of the program coordinator. Offered every semester.

Geography**GEO 201 World Geography (3 credits)**

This course emphasizes the importance of global location and topography to the people who inhabit the various continents and regions of the earth. Students will be involved in projects designed to familiarize them with their planet and make them aware of its many features and the ways the features influence human lives. Offered as needed.

Graphic Design**GRA 310/ IT 375 Digital Graphic Design**

(3 credits)

This course presents digital graphic theory and develops skills that meet the design and technical requirements of professionally created digital images for commercial applications on the World Wide Web on a variety of platforms and Internet appliances. Each student will develop a professional portfolio consisting of printed and CD-ROM material. Students also develop working Web sites to display their design projects. Topics include design strategies, authoring environments, color calibration and aesthetics, special HTML tags, image mapping and an introduction to Dynamic HTML. Prerequisite: concurrent enrollment or completion of IT 100.

GRA 320 Introduction to Digital Imaging

(3 credits)

Using Photoshop and Illustrator software, this course is a Mac-based introduction to professional computer graphics creation and to the software and hardware typically used in the graphic design, video, photography and interactive Web/multimedia industries. Emphasis will be placed on the professional use of image-capturing devices, such as scanners, digital still cameras and video cameras. Image editing and color management systems will be discussed and demonstrated. The important differences between vector and bitmap graphics will be defined, as will the significant differences in preparing images for print, broadcast and Web distribution. Students will be encouraged to experiment with their own and preexisting images using sophisticated digital editing techniques such as layering, channel masking, filtering, cloning and montaging. Students will output their work from inkjet printers and record it on CD, video and film. Special attention will be paid to copyright awareness in the age of the digital image. Prerequisite: GRA 310/IT 375 or permission of the instructor.

General Science (GSC) Courses for Non-Science Majors

GSC 101 Introductions to Earth Science

(4 credits)

This course offers an overview of the concepts and theories of meteorology, geology and astronomy, which accommodate the needs of elementary school teachers and those with a general interest in these topics. Hands-on investigations relate course work to everyday experiences.

GSC 103 Introduction to Physical Science

(4 credits)

This course is an overview of the concepts dealing with matter and energy, molecules and atoms, heat, machines, magnetism, electricity, sound and light. Laboratory assignments are geared toward experiencing activities suitable for elementary students.

History

HIS 101/102 Introduction to World Civilization

I-II (3 credits each)

This course offers an overview and comparative analysis of the development of world civilizations from their beginnings to the present. Attention is focused upon social, political, cultural and economic aspects of civilizations in India, China, Japan, Africa, Europe and the Americas.

HIS 109 Western Civilization I: Prehistory to Renaissance

(3 credits)

This course offers an overview of the major developments in Western history, from antiquity to the Peace of Westphalia in 1648. Students will examine the civilizations of Mesopotamia, Egypt, Greece, Rome and Western Europe in detail. Offered every fall semester. Writing Intensive Course.

HIS 110 Western Civilization II: Renaissance to the Present

(3 credits)

This course traces the growth of Western history from the rise of the nation-state in the 17th century to the present. The ideologies and political developments that shaped modern Western Europe receive careful study. Offered every spring semester. Writing Intensive Course.

HIS 113 United States History I: 1607-1865

(3 credits)

The first half of the U.S. survey covers the period from the founding of Jamestown to the end of the Civil War. The development of regionalism and its effects on the coming of the Civil War provides a framework for investigation. Offered every fall semester.

HIS 114 United States History II: 1865-Present

(3 credits)

The second half of the U.S. survey covers the period following the Civil War. The economic, political and ideological developments that allowed the United States to attain a position of world leadership are closely examined. Offered every spring semester.

HIS 215 American Intellectual History I

(3 credits)

This course examines the main currents of the United States' intellectual history prior to the Civil War. Prerequisite: HIS 113. Offered as needed beginning fall 2002.

HIS 216 American Intellectual History II

(3 credits)

This course examines the main currents of the United States' intellectual history after the Civil War. Prerequisite: HIS 114. Offered for the spring 2003 semester.

HIS 218 American Diplomatic History

(3 credits)

This course examines the development and implementation of United States foreign policy from 1900 to the present. Considerable time is spent analyzing the conflict between ideals and national self-interest in American diplomatic policies. Prerequisite: HIS 113 or HIS 114 or permission of the instructor. Offered as needed.

HIS 220 Modern European History: 1890 - Present

(3 credits)

This course investigates the trajectory of European hegemony in the 20th century. Special attention is devoted to the effects of the two major conflicts that were fought on European soil. Offered every third year beginning in the spring of 2002.

HIS 241 World War II

(3 credits)

This course emphasizes the battles, campaigns, events and personalities that dominated World War II. Special attention is given to political and diplomatic factors during the 1930s that contributed to the outbreak of World War II. Offered every third year.

HIS 245 United States History Since 1945

(3 credits)

This course is a study of the Cold War period, including the Korean and Vietnam wars. Close attention is given to the Truman, Eisenhower, Kennedy and Johnson administrations, though the course also includes more recent presidential administrations. Also considered are the New Frontier, the Great Society and the civil rights movement of the 1960s. Offered every third year.

HIS 301 World History and Culture

(3 credits)

This course focuses on the countries of the Near East, Eastern Europe, China, India, Japan and various Central and Latin American nations. It is designed to provide students with a historical and cultural understanding of these varied cultures in their interactions with the Western world. Students will gain insights into contemporary global dilemmas through an examination of underlying historical causes. Religion and cultural contact will serve as the guiding themes for the semester as students compare Eastern and Western countries in the spheres of government/politics, the struggle for cultural hegemony, and individual rights and responsibilities. Lectures will focus on the broadest possible context for each given topic and will raise historical questions concerning language, migration and race. Prerequisites: HIS 109 or HIS 110 and GEO 201 or permission of the instructor. Offered every third year.

HIS 310/HTM 310 History of Tourism (3 credits)

This course is devoted to developing students' understanding of the history of travel as a recreational pastime, beginning with the ancient Greeks and ending with 19th-century England. Students will examine the journals of travelers and explorers, ancient and modern guidebooks, pilgrimage records and travel advice. The primary goal of this course will be to explore changes in attitude about confronting the "other" and the peculiarly Western impetus to leave home and see the world. Students will be required to compose a tour-guide notebook and to research the history of a New England tourist destination to be agreed upon by each student and the instructor. Required for all students majoring in history with a tourism concentration. May not be used as a history elective to satisfy core requirements. Prerequisite: HIS 109, HIS 110, HIS 113 or HIS 114 or permission of the instructor. Offered as needed.

HIS 312/HTM 312 Traditions of Civility (3 credits)

This course studies the history of public behavior and the social traditions that help one navigate successfully in society. More specifically, students will learn manners, etiquette and protocol as the established bodily and verbal expressions of polite society – the various standardized social codes that help to assure nonviolent interactions in public discourse. Students will examine and discuss American social customs and customs from around the world, thereby learning what it means to be civil in one's treatment of other people in a public arena. Required of all students majoring in history with a tourism concentration. Open to all interested students. Prerequisite: HIS 109, HIS 110, HIS 113 or HIS 114 or permission of the instructor. Offered as needed.

HIS 314 European Conquest of the New World

(3 credits)

This course will explore the social and intellectual impact of the discovery of the American continents on the European mind and the consequences of colonization and migration in North America from 1500 to 1800. The course will emphasize the British colonies and competing European cultures, primarily French and Spanish, and Native Americans and African-Americans. Student will focus on cultural exchange, economic exchange, and hostility and conquest. Prerequisite: HIS 109 or HIS 110 or permission of the instructor. Offered as needed.

HIS 315 Russian/Soviet Society in the 20th Century (3 credits)

This course studies Russian/Soviet history from 1905 to the present with an emphasis on revolutionary traditions, government and politics, culture and religion and social philosophy. Prerequisites: junior standing and completion of a core course in political science, sociology or history. Offered every three years.

HIS 319 African-American History Since the Civil War (3 credits)

This course traces the changes in the labor practices, politics and living conditions of the millions of African-Americans in the South after the Civil War. Further, the Great Migration, the civil rights movement and the black revolutionary movement will be investigated carefully. Prerequisite: HIS 113 or permission of the instructor. Offered every third year.

HIS 321 The Ancient World of Greece and Rome (3 credits)

This course will begin by looking at the heritage of Greek civilization and the thinkers who first struggled with the fundamental issues concerning mankind: life, love, suffering, courage, endurance and death. The course will continue with the immediate inheritors of Greek thought, the Romans. By assessing Roman achievements of empire building and expansion, students will discover a vital civilization that ruled the known world through the force of its armies and the attraction of its culture. The course will end with the development of Christianity and the fall of the Classical world. Prerequisite: HIS 109 or permission of the instructor. Offered as needed.

HIS 322 Rise of Christianity in the West

(3 credits)

This course traces the historical development of Roman Christianity in the West through texts produced by early Christians or their adversaries, and a study of the historical basis for the development of Roman Catholicism. Students will examine the influences and ideas that shaped the understanding of these authors. Lectures will take a broader perspective and raise historical questions. This is not a course in theology; it focuses on the historical influences the Christian religion has had on Western culture. Prerequisite: HIS 109 or permission of the instructor. Offered as needed.

HIS 330 Civil War and Reconstruction (3 credits)

This course examines various interpretations of Civil War causation; the major political, economic and military aspects of the war; and the rebuilding of Southern society after the war's end. Prerequisite: HIS 113 or permission of the instructor. Offered every third year.

HIS 332 Colonial New England (3 credits)

This course investigates the experiences of evolving institutions of the North Atlantic colonists, from the first landings to the making of the Constitution. Special emphasis will be placed upon the colonists' relationship with Native Americans and upon the origins, progress and character of the struggle against Great Britain. Prerequisite: HIS 113 or permission of the instructor. Offered spring semester 2003.

HIS 340 Historical Methods (3 credits)

This course focuses on the skills that are essential to understanding the historical perspective. Topics include critical reading of historical literature, written and oral analysis of historical materials, and use of library and archival resources. It includes the intensive study of books and documents from varying historical fields and periods. Required of all history majors, but open to other interested students. Prerequisite: HIS 109, HIS 110, HIS 113 or HIS 114 or permission of the instructor. Offered as needed.

HIS 460 History Colloquium (3 credits)

Students will learn about selected topics in American or European history (alternate years) taught in a seminar format. Students are expected to do original research and produce a research paper. Required of history majors. Prerequisite: HIS 340. Offered as needed.

HIS 480 Independent Study (3 credits)

Prerequisite: permission of instructor, the program coordinator or the school dean. Offered every year.

Honors

HON 201 Interdisciplinary Studies (3credits)

Students in this seminar are guided by the instructor in their readings, experiences and presentations to the class. The focus varies from year to year. Past course titles have included "Changing Perspectives on Humanity and the Environment" and "Issues in Technological Change." This yearlong course meets once a week. Prerequisites: admission to the Honors Program, sophomore standing and permission of the director of the honors program are required for graduation. Offered every year.

HON 321 Model United Nations (3 credits)

HON 322 Model United Nations (3 credits)

HON 323 Model United Nations (3 credits)

HON 324 Model United Nations (3 credits)

The Honors Program sponsors a Southern New Hampshire University delegation to the Model United Nations in New York City. This program assigns the university a U.N.-represented country and requires that students take on the persona of citizens/diplomats of that country. This course offers students a broad understanding of the global political arena, international diplomacy and cultural climate through participation in a simulated weeklong United Nations session in New York. Participants will develop their negotiating skills while interacting with more than 3,000 other students from around the world. This is a demanding course for mature, self-motivated students who are ready and willing to take on responsibility. In order to develop an experienced SNHU team, students are encouraged to sign up for more than one year. Students will be registered for HON 321 the first year, HON 322 for the second, HON 323 for the third and HON 324 the final year. It will be possible for students to attend the United Nations all four years if they opt to begin as freshmen. The first semester is devoted to learning the history and rules of the United Nations, while the second is spent preparing to represent the assigned country. This is a yearlong course with weekly meetings. Prerequisite: Honors Program participation or permission of the instructor. Offered every year.

HON 401 Independent Honors Project (3 credits)

In this yearlong individual research project, each student in the Honors Program has the opportunity to learn about a subject of his or her choice, pending approval of the Honors director. Under the guidance of a faculty mentor, the student drafts a proposal for study that may involve many kinds of learning experiences. The results are communicated both as a written project report and as a presentation before the Honors Colloquium during the spring semester. Prerequisites: admission to the Honors Program, senior standing and permission of the director of the Honors Program. Offered every year.

Hospitality and Tourism Management

HTM 109/TCI 109 Quantity Food Purchasing (3 credits)

This course uses student research, lectures and guest speakers to examine the various grades, types and varieties of fresh and processed fruits, vegetables, meats, fish, shellfish, poultry, dairy products and various sundry items and the methodology of purchasing food in large quantities. This course integrates student research with applied learning activities conducted through the Hospitality Center receiving department and Hospitality Center special events. Students will acquire in-depth knowledge of centralized procurement, writing specifications, product identification, packaging and pricing. Prerequisite: HTM 116. Offered every year.

HTM 112 Dimensions of Services Management (3 credits)

This is an introductory course. The history, development, profile and present state of the hospitality and tourism industry will be discussed and analyzed to facilitate its scope by identifying and addressing the characteristics of service with an emphasis on providing high-quality service to the patrons. The different segments of the hospitality and tourism industry, specifically the lodging, food service and travel and tourism industries, will be studied so as to understand their organizational structures, functions and terminology in the broader concept of "service." Offered every year.

HTM 116 Management of Safety, Sanitation and Security (3 credits)

This course examines the fundamentals of hospitality sanitation, safety and security operations. Techniques of proper sanitation, safety and security practices will be demonstrated and practiced. Students will become familiar with federal, state and local sanitation, safety and security requirements. Topics studied include the consequences of poor sanitation, safety and security, purchasing and receiving safe food supplies, cross-contamination, harmful pathogens, pest management, employee sanitation, safety training and proper security measures. An optional exam is offered by the National Restaurant Association; students receive an industry-recognized certificate upon successful completion of the exam. Offered every year.

HTM 201 Cruise Line Management (3 credits)

This course offers an in-depth look at the growth, direction, organization, structure and marketing concepts of the cruise industry. This is an industry that has tripled in size every 10 years for the last two decades and is the fastest growing segment of the American leisure market. This course will reference all aspects of the cruise industry, including philosophy, management, staffing, operations and marketing strategies. Offered as needed.

HTM 204 Leisure and Recreation Management (3 credits)

Leisure and recreation continues to be a major force in the economic and social lives of Americans. Americans spend more than \$400 billion per year in their pursuits of pleasure, which includes expenditures for vacation trips, ocean cruises, tennis and golf matches and other recreational opportunities. Students will study the leisure and recreation industry, its interrelationship with American lifestyles and its implication for the hospitality industry. This course will prepare future practitioners to design programs and services to meet the needs of people and to explore the nuances of management. Offered as needed.

HTM 210 Introduction to Food Preparation (3 credits)

This introductory course about the theory and preparation of commercial foods includes a three-hour lab and a one-hour lecture. Students will prepare stocks, coups, sauces, vegetables, starches, meats, poultry, fish, shellfish, salads and salad dressings. The application of sanitation and safety principles and the proper use of commercial kitchen equipment are emphasized. Prerequisites: HTM 116. Knife kit and full kitchen uniform are required. Offered every other year.

HTM 211 Commercial Food Production Management (3 credits)

Students will be introduced to healthy methods of preparing international and classical cuisines in this course, which includes a three-hour lab and a one-hour lecture. The integration of nutritional concerns for the 21st century is addressed by raising awareness of today's populations and lifestyles. The main purpose of the course is to plan, organize, implement, control and critique several function service periods utilizing preparation methods for innovative and nutritionally sound menus. Students will integrate applied learning of time management and production scheduling and will learn about the capabilities of commercial equipment. Prerequisite: HTM 210. Offered every other year.

HTM 215 Lodging Systems (3 credits)

This course is a survey of the varied ownership and management structures found in lodging businesses. Segments of lodging and franchise and management companies are studied. Issues are explored from a corporate, or chainwide, perspective through in-class exercises, supplemental readings and case studies. Offered as needed.

HTM 219 Travel Industry Operations and Technology (3 credits)

This course acquaints students with the trends, operations, management procedures and practices of travel agencies through substantial hands-on work utilizing programs and tools currently in use in the travel industry. In addition, studies of the interrelationships between other aspects of the travel and tourism industries are examined through simulations and guest lecturers. Offered as needed.

HTM 220 Managing Cultural Diversity through Geography of Global Cultures

(3 credits)

This course is designed to provide students with a cultural understanding and working knowledge of world geography as it relates to tourism. Students will analyze U.S. and world travel centers and various attractions, customs and traditions. Students will study location geography and destination appeal, including accessibility, infrastructure, political and economic situations; cultural geography, including ethnic makeup, politics, history, language, religion, art and social customs; and physical geography, including topography and climate and their influences on travel decisions. Students will learn about culture by experiencing it and talking and visiting with those who live by its rules. Field trips are required, as students will explore cultures via food and destination visits. Some evening attendance is required. Prerequisite: HTM 112. Offered every year.

HTM 228 Leadership in Hospitality and Tourism: Managing Human Capital

(3 credits)

This course is designed to provide students with the theories and practical applications of leadership they need to manage in the hospitality and tourism industry. The leadership challenges of human resources, organizational behavior and organizational change are explored from a human capital perspective. Students are expected to understand the role of leadership for hospitality and tourism professionals and the distinction between leaders and managers and apply team-building, coaching and conflict management skills to enhance leadership potential. Prerequisites: HTM 112 and PSY 108 or SOC 112. Offered every year.

HTM 290 Hotel/Restaurant Practicum

(3 credits)

This practicum provides baccalaureate students with a structured practical training experience in hotel operations to introduce them to the industry and provides the host property with a captive audience familiar with operating policies and procedures. Prerequisites: HTM 112 and permission of the department chair.

HTM 306 Tour Management and Operations

(3 credits)

This course is designed for students planning careers in tour guiding or tour operations. Topics include tour operations, components of a tour and tour management positions of professional tour guides. Some evening attendance for field trips is required. Offered as needed.

HTM 310/HIS 310 History of Tourism

(3 credits)

This course is devoted to developing students' understanding of the history of travel as a recreational pastime, beginning with the ancient Greeks and ending with 19th-century England. Students will examine the journals of travelers and explorers, ancient and modern guidebooks, pilgrimage records and travel advice. The primary goal of this course will be to explore changes in attitude about confronting the "other" and the peculiarly Western impetus to leave home and see the world. Students will be required to compose a tour-guide notebook and to research the history of a New England tourist destination to be agreed upon by each student and the instructor. May not be used as historical elective to satisfy core requirements. Prerequisite: HIS 109, HIS 110, HIS 113 or HIS 114 or permission of the instructor. Offered as needed.

HTM 311 Tourism Planning and Policy Development

(3 credits)

This course analyzes travel patterns and market forces and their economic, environmental, social and political impact. This provides the framework for an in-depth investigation of public policy and the interrelationships between community and recreational development. Local, national and international cases will be explored. Offered as needed.

HTM 312 /HIS 312 Traditions of Civility

(3 credits)

This course studies the history of public behavior and social traditions that help one navigate successfully in society. More specifically, students will learn manners, etiquette and protocol as the established bodily and verbal expressions of polite society — the various standardized social codes that help to assure nonviolent interactions in public discourse. Students will examine and discuss American social customs and customs from around the world, thereby learning what it means to be civil in one's treatment of other people in a public arena. Required of all students majoring in history with a tourism concentration. Open to all interested students. Prerequisite: HIS 109, HIS 110, HIS 113 or HIS 114 or permission of the instructor. Offered as needed.

HTM 314 Hospitality and Tourism Marketing

(3 credits)

This course provides an overview of marketing theories, principles and concepts as applied to the hospitality industry. It will include, but will not be limited to, attributes and concepts of services marketing, such as consumer behavior, consumer orientation, market segmentation, target marketing, planning, research and analysis. It will be based on the established dimensions of marketing mix: product, price, place and promotion. Prerequisites: ACC 102, ENG 220, HTM 220, MAT 220, MKT 113 and PSY 108 or SOC 112. Offered every year. Writing Intensive Course.

HTM 315 Rooms Division Management

(3 credits)

This course takes an operations approach to room management, including front office, revenue management (reservations), uniformed services, housekeeping and engineering. Emphasis is placed upon the management function, coordination and communication within and between departments. Offered as needed.

HTM 320 Hospitality Managerial Accounting

(3 credits)

This course emphasizes the methods and procedures of internal controls and the generation and analysis of quantitative information for management of hospitality organizations. Hospitality management accounting tools for interpreting and analyzing data that contribute to more effective decision-making also are examined. Prerequisites: ACC 102 and HTM 112. Offered every year.

HTM 327 Food and Beverage Operations Management (3 credits)

This course is designed to provide instructions about managing a variety of food and beverage operations. Included are the history and development of restaurants; food production and menus; the size, scope and classification of restaurants; principles of American, French, Russian and English services; principles of menu-making; layout and design of restaurants; marketing and sales promotion; management of personnel and human relations; and food and beverage control procedures. Students will apply the management theories learned while supervising in the front- and back-of-the-house areas of the Hospitality Center restaurant and while managing special events during the semester. An optional exam by the National Restaurant Association is scheduled. Prerequisites: HTM 109, HTM 211 and junior or senior standing. Offered every year.

HTM 340 Special Events Management (3 credits)

This course is designed to give students experience in developing an event, trade show or exhibition with emphasis on pre-planning, budget preparation, advertising and/or public relations. Students will be prepared with the tools to work in the industry, which represents a major economic gain for the communities and facilities where special events are held. Topics include planning, set up, exhibit management, crowd control, special effects, lighting, decorations, sound and protocol. Offered as needed.

HTM 350 Chamber of Commerce Management

(3 credits)

This course is based on a core curriculum developed by the American Chamber of Commerce Executives (ACCE). Core areas of competent chamber management are outlined in the ACCE's *Body of Knowledge for Chamber Executives* and address leadership, planning, development, finance and administration. The American Chamber of Commerce Executives is the only national, professional association for chamber executives. Offered as needed.

HTM 364/SPT 364 Private Club Management

(3 credits)

This course is an exploration of the world of private clubs, club leadership and the administration of private club operations. Topics covered include club organization, service excellence and quality management, strategic management, marketing clubs, human resource management, financial management, food and beverage operations, golf operations and recreational operations. Prerequisite: junior or senior standing. Offered as needed.

HTM 400 Economic Impact of Tourism

(3 credits)

This course measures the economic impact of the tourism industry upon destinations and is designed to provide students with insights into the practical application of tools for gathering and analyzing information. Topics include the asset theory of tourism, cost-benefit analysis, tax policy impacts, and other economic and statistical aspects of tourism. These tools can be used in understanding tourism phenomena, as knowledge of economic trends and conditions is fundamental to strategic planning and project development in the tourism industry. Students will examine both quantitative and qualitative research efforts. Prerequisites: ECO 201, ECO 202 and senior standing. Offered every year.

HTM 401 Convention Sales and Group Planning (3 credits)

The objective of this course is to acquaint students with the methods and accoutrements used in successful meeting and convention management. Students are required to develop and present a major project detailing the planning and administration of a conference from conception to fulfillment. Offered as needed.

HTM 402 Sustainable Tourism (3 credits)

The rapid growth in the movement of people in the tourism industry, both domestically and internationally, has brought about an industry of vast proportions and diversity. This course focuses on the development of students' global perspective of the impact of other countries and people on society, within the context of sustainable tourism planning, development and management. Sustainable tourism is based upon three core principles: quality, continuity and balance. Sustainable tourism provides a quality experience for visitors while improving the quality of life of the host community and protecting the quality of the environment. It ensures the continuity of the natural resources upon which it is based and the continuity of the culture of the host community and requires continuity of visitor interest. Sustainable tourism balances the need of hosts, guests and the environment. Prerequisite: open only to hospitality and tourism management seniors. Offered every year.

HTM 411 Airline Management (3 credits)

This course examines the fundamentals and principles of airline industry management. It presents the essential elements of airline economics, business, finance, marketing, regulation and management. Students will understand historical and statistical data and review the past and future of commercial aviation. Students also will use a strategic management simulation to design a commuter/regional airline. Prerequisite: junior or senior standing. Offered as needed.

HTM 416 Legal Issues in the Hospitality and Tourism Industry (3 credits)

This course examines the common and statutory law of the hospitality and tourism industry in the United States. Included are discussions of the duties and responsibilities of hospitality and tourism businesses to guests, including duties to maintain property, receive travelers and assume various liabilities for guests' property. The legal environment and issues of the hotel, restaurant and travel industry will be discussed and analyzed. Ways of preventing and responding to legal situations as an executive in the hospitality and tourism industry will be identified and evaluated. Prerequisites: HTM 116, HTM 220, HTM 228 and junior or senior standing. Offered every year.

HTM 418 Hospitality Facilities Management (3 credits)

This course provides students with an understanding of the fundamental principles of facilities planning, management and maintenance in all segments of the hospitality industry. Decision-making processes regarding planning, using facility management systems and taking cost-cutting measures in operations are studied. The interaction of management, engineering and maintenance also are explored. Offered every year.

HTM 420 Financial Management in the Hospitality Industry (3 credits)

This course is designed to integrate the fundamental concepts of accounting and financial reporting, hospitality managerial accounting and introductory business finance with the concepts and tools of financial management in hospitality and tourism organizations. The course will emphasize value creation and risk, revenue and expense tracking, cash flow, valuation and return rates, capitalization analysis, raising and managing capital, leasing, franchising and management contracts, valuation of real estate and taxes. Prerequisites: FIN 320, HTM 112, HTM 320 and MAT 220. Offered every year.

HTM 421 Services Management: A Strategic Approach (3 credits)

This is a capstone course in which all previous course material and industry experience culminates in a challenge of the student's ability to apply the acquired knowledge and skills to understand, develop and apply entrepreneurial, strategic, management and policy principles to the hospitality and tourism industry. The course provides a strategic and entrepreneurial approach to the decision-making process in the hospitality and tourism industry. This course emphasizes the dynamic, often unpredictable and uncertain "Open Systems" nature of the hospitality and tourism business. It stresses to the student that strategic management and entrepreneurship are interdisciplinary, ongoing and creative processes that are conducted at all levels of successful organizations. Students will be able to draw on their knowledge and industry experiences to understand various business challenges using case studies and other strategic analysis. Prerequisites: ENG 220, HTM 314, HTM 420 and senior standing. Offered every year. Writing Intensive Course.

HTM 422 Beverage Management and Control (3 credits)

This course covers the operation and management of cocktail lounges and bars. Methods of distilled spirit production and beer brewing are detailed to help students understand the varying qualities of beverages. Students will learn through a semester project of designing a lounge that includes the layout and design of the facility, the equipment used to operate it, control procedures, customer relations, staffing, marketing, sanitation procedures and regulations affecting operations. An optional National Restaurant Association exam about responsible alcohol service is administered. Field trips are scheduled. Prerequisite: junior or senior standing. Offered every other year.

HTM 424 Service, Merchandising and Management of Wine (3 credits)

Students in this course research wine as they travel around the globe learning each country's wine climate, terrain, varieties of grapes and styles of wine produced. The laws regarding wine labels, distribution and appellation vary from country to country. Learning about the history and development of wines from ancient times to modern times will give future managers a solid perspective on the wine industry. The purpose of tasting wines is to educate one's palette, plan food and wine pairings and determine the depth and variety of a wine list. Attendance in professional business dress is required. Prerequisite: student must be 21. Offered every year.

HTM 426 The American Work Experience (3 credits)

This is a practical career course that is intended to help students understand and prepare for employment in the American hospitality industry. It is open only to Bachelor of Applied Science in Hospitality Administration (BASHA) students or to others who obtain the permission of the instructor. Offered every semester.

HTM 428 Resort Development (3 credits)

Resort development is becoming an increasingly important part of the hospitality industry. This course familiarizes students with the process of developing a full-scale resort complex from conception to management of the completed project. Various types of resort complexes are studied, including amusement resort complexes, sport resorts of various types and health resorts. The course also looks at the history and evolution of resorts, land use and development, target markets for resorts, feasibility and investment analysis and financial analysis of a project. Computer simulations and formal case studies are utilized. Prerequisite: senior standing or permission of the instructor. Offered as needed.

HTM 429 Hotel Administration (3 credits)

The course considers the analysis of theories, principles and techniques of hotel management. Subjects include the principles of organizing, the formulation of goals and objectives, decision-making processes, staffing, employee/guest relations and labor management negotiations. The problems and issues management encounters are emphasized. Offered as needed.

HTM 430 Casino and Gaming Operations

(3 credits)

This course analyzes gaming as a discipline and introduces students to gaming as an integral part of the hospitality industry. Students will study gaming development, casino organization and operation, the mathematics of casino games, and the importance and integration of gaming in hospitality management. Prerequisite: junior or senior standing. Offered as needed.

HTM 451 Nutrition (3 credits)

Changes in consumers' dining habits mandate an awareness of the importance of proper nutrition in menu offerings. Students in this course examine food requirements for the aged, those with special diets and health-conscious groups. Specific topics include balanced diets, vitamin and mineral needs, low-cholesterol menu items, low-sodium menu items and special-needs diets. These are discussed in conjunction with the need for appetizing menu items and tasteful foods. Prerequisite: HTM 211. Offered as needed.

HTM 480 Independent Study (1 to 3 credits)

This course allows a student to independently study a subject not included in the curriculum or one that is in the curriculum but not offered. Students study under the tutelage of the instructor. Prerequisites: permission of the instructor and the school dean. Offered every year.

HTM 490A Hospitality and Tourism Management Cooperative Education (3 credits)**HTM 490B Hospitality and Tourism Management Cooperative Education** (6 credits)**HTM 490C Hospitality and Tourism Management Cooperative Education** (12 credits)

Students may use three, six or 12 credit hours for a guided cooperative education work experience that integrates study and experience. Students are contracted to maintain employment at an approved hospitality/tourism location for a predetermined length of time with specified start and end dates. Three credits are given for a minimum of 240 hours, six credits are given for 480 hours and 12 credits are given for 960 hours. Minimum hours are in addition to the 1,000-hour graduation requirement. Open to School of Hospitality, Tourism and Culinary Management baccalaureate students only. Prerequisites: consent of the Career Development Center and permission of the school dean. Offered every year.

Note: Students are required to earn 1,000 hours of hospitality and tourism industry experience, with a minimum of 200 hours in customer contact service, to graduate.

Humanities**HUM 485 Senior Thesis in Humanities**

(3 credits)

This yearlong course is an option for seniors of exceptional ability who are majoring in humanities and wish to have a graduate-level research and writing experience in some chosen area of world culture and/or art history. Students must petition to have the course. A student who receives permission from the coordinator/department chair and an academic advisor must formulate a written thesis proposal and assemble a three-person academic support committee that is equipped with relevant expertise by March 30th of the junior year. The proposal will then be submitted for approval to the individual's advisory committee. Assuming the project is universally approved, the student will meet with one or more members of the committee on a biweekly basis to review progress on research and written work. The final result will be a scholarly essay of 40 to 60 pages to be presented as an academic paper in a public forum at least three weeks before graduation. Offered as needed.

HUM 490A Humanities Cooperative Education (3 credits)**HUM 490B Humanities Cooperative Education** (6 credits)**HUM 490C Humanities Cooperative Education** (12 credits)

Students may use three, six or 12 credit hours of free electives for placement in a supervised, career-related work experience. The student reports on the experience as required by the cooperative education syllabus. The Career Development Center administers the experience and the program coordinator/department chair provides the academic evaluation. Prerequisites: permission of the program coordinator and the Career Development Center. Offered every year.

International Business

INT 113 Introduction to International Business (3 credits)

This course is designed to provide students with an initial examination of the differences between business in a domestic context and business in an international context. It also will include some exposure to basic concepts that are deemed important in understanding how international business works. These concepts include importing; exporting; political, cultural and social environment considerations; trade theory; government influence on trade; and global management strategy. Freshmen and sophomores only. Offered every semester.

INT 301 East-Central European Economies - Business in Transition (3 credits)

The primary focus of this course is to explore the transformation of Eastern and Central European economies as they move from centrally planned economic systems toward market-driven (private enterprise) systems. Attention is given to the opportunities and difficulties that foreign investors are likely to encounter if they choose to establish operations in these emerging market locations. Offered as needed.

INT 309 Legal Environment of International Business (3 credits)

The course is designed to provide students with an overview of the areas of public and private international law that affect international business activities. The United Nations Convention on International Sale of Goods will be given particular attention. Prerequisites: ADB 206 and junior standing. Offered every third semester.

INT 311 International Human Resource Management (3 credits)

This course will examine and explore key issues that are critical to the successful utilization of a multicultural workforce. These include the international staffing process, identifying unique training needs for international assignees, reconciling home-country and host-country performance appraisal systems, identifying the characteristics associated with a good compensation program and exploring the major differences between labor relations in the U.S. and Europe. Most students interested in international human resource management should normally have already taken ADB 215, a course in domestic human resource management, or some preliminary introduction to the world of international law, government, economics and marketing. Prerequisites: ADB 215 and junior standing. Offered every other year.

INT 315 International Management (3 credits)

This course introduces students to the management of global operations. It covers the major functional areas of management as they are practiced in a multinational corporation. This includes participation, organization, financial management, production and marketing strategies, human resource development, communications and control and the formation of strategic alliances. The course uses texts, simulations and cases. Prerequisites: ADB 215 and junior standing. Offered every spring semester.

INT 316 The Cultural and Political Environment of International Business

(3 credits)

This course introduces students to such primary cultural factors as religion, language, values, technology, social organization and political environment that affect U.S. firms doing business outside of the United States. Students learn the significance of identifying and assessing the importance of these factors so they can more effectively manage in the international environment. A variety of international environments will be studied. The course uses text, cases and exercises. Prerequisites: ADB 125 and junior standing. Offered every fall semester.

INT 322 /MKT 322 International Retailing

(3 credits)

This course compares and contrasts retail institutions in selected foreign countries with those in the United States. An examination of the social, economic and political influences on the development of retailers in foreign countries is conducted. A look at how retailing trends spread from culture to culture is considered. Examinations of the similarities and differences in merchandising, sales promotion, pricing and personal selling policies of retailers around the globe are examined. Prerequisite: MKT 222 or permission of the instructor. Offered as needed.

INT 335 Importing and Exporting in International Trade (3 credits)

The primary focus of this course is "How to Get Started Building an Import/Export Business." This course introduces students to many complexities of building an import/export business, including economics and politics, planning and negotiation, foreign currency transactions, shipping and insurance, documentation and the intricacies of exporting from and importing to the United States. Prerequisite: INT 113 or permission of the international business coordinator/department chair. Offered every other year.

INT 336 /FIN 336 Multinational Corporate Finance (3 credits)

This course emphasizes aspects of financial planning for corporations with overseas operations. The sources and uses of corporate funds abroad are evaluated and the criteria for choosing among alternative foreign investments are analyzed. The effects of international corporate financial planning are examined, with attention paid to such factors as the characteristics of foreign money and capital markets, international financial institutions, exchange rate changes, currency restrictions, tax regulations and accounting practices. Prerequisites: FIN 320 and junior or senior standing or permission of the instructor. Offered every fall semester.

INT 422 International Strategic Management

(3 credits)

The course introduces students to strategic management in the global arena. It focuses on the internal strategic environment of an organization, the external strategic factors present in the international environment, and the manner in which a strategic thrust and a strategic fit are created between these two environments. The course relies on the use of case studies of U.S. and foreign international corporations. Prerequisites: ADB 215, FIN 320, INT 113, MKT 113 and junior standing. Offered every other fall semester. Writing Intensive Course.

INT 433 /MKT 433 Multinational Marketing

(3 credits)

This course covers the development of international marketing programs from the determination of objectives and methods of organization through the execution of research, advertising, distribution and production activities. International similarities and differences in marketing functions as related to the cultural, economic, political, social and physical dimensions of the environment are examined. Also considered are the changes in marketing systems and the adoption of marketing philosophies and practices to fill conditions in different countries. Prerequisites: ECO 202 and MKT 113 or permission of the instructor. Offered as needed.

INT 440 Emerging Trends in International Business

(3 credits)

This course is designed to be a survey of the emerging trends in international business. Class analysis will focus on both the macro- and micro- environments of the global arena. Major emphasis will be placed on regional economic integration, inter-regional trade, corporate strategic global perspectives and other major contemporary issues facing global managers today. Prerequisites: ADB 215 and INT 113 or permission of the instructor. Offered as needed. Writing Intensive Course.

INT 441 Licensing and Negotiations in the International Arena (3 credits)

This is an overview course surveying the licensing of intellectual property with a special focus on the international arena. Emphasis will be placed on the nature of intellectual property, licensing theory and practice, licensing negotiation, license drafting, and license implementation and administration after the completed agreement. Prerequisites: ADB 215 and INT 113 or permission of the instructor. Offered as needed.

INT 480 Independent Study (3 to 6 credits)

Prerequisites: permission of the instructor, the program coordinator/department chair and the school dean. Offered every year.

INT 490A International Business Cooperative Education (3 credits)**INT 490B International Business Cooperative Education** (6 credits)**INT 490C International Business Cooperative Education** (12 credits)

Prerequisites: consent of the Career Development Center and the program coordinator/department chair. Offered every year.

Information Technology*

**Notebook computers are required by all undergraduate day school IT majors for use in undergraduate IT courses beginning in the student's sophomore year.*

IT 100 Introduction to Information Technology (3 credits)

This course provides students with an entry-level foundation in computer technology. Half of the classes are lectures that cover the concepts and theory about how computers work and their uses. The other half are held in a lab where students use computers to acquire a working knowledge of an operating system, e-mail, the Internet and the World Wide Web. In addition, the Microsoft Office application programs for word processing, spreadsheets, database and presentation, graphics are covered. Offered every semester.

IT 125 Visual Basic (3 credits)

This course will introduce students to Visual Basic, an object-oriented, event-driven programming language. Emphasis will be placed on structured programming and the use of industry standards for the program's user interface. Sequential access and random access files will be covered. Special emphasis will be given to creating graphical user interface (GUI) front ends for client server applications using Microsoft Access as a database. Prerequisite: IT 100. Offered every year.

IT 201 Hardware and Software (3 credits)

This course provides the hardware/software technology background for information technology personnel. Hardware topics include CPU architecture, memory, registers, addressing modes, busses, instruction sets and a variety of input/output devices. Software topics include operating system modules, process management, memory and file system management. Also included are basic network components and multi-user operating systems. Prerequisite: IT 100. Offered every year.

IT 210 Introduction to Systems Analysis and Design (3 credits)

This course provides students with the minimum level of information technology education relative to the understanding, use and roles of information systems in business organizations. The course provides graduates with the necessary competencies to ensure productivity as information systems end-users in a computer-based business environment. The course focuses on the features and concepts of productivity through information technology. Students receive instruction on the information concepts associated with the development of small business systems, the effective use of information systems, and the relationship between organizational structures and information systems. This foundation includes a survey of information systems theory and practice. Incorporated into the course is the practical use of applications packages relative to students' major fields of study, such as accounting, finance, marketing, hospitality, sport management, business education, management and international business operations. Team approaches are utilized. Prerequisite: IT 100. Offered every year. Structured computer laboratory. Writing Intensive Course.

IT 230 "C" A Programming Language (3 credits)

This course is designed to introduce students to block-structure programming techniques. This language is a cross between high-level and assembly level language and is heavily dependent on the use of functions. The course covers such topics as program control, functions, arrays, pointers, strings and structures. Students will be involved in writing programs of increasing complexity throughout the course. Prerequisite: IT 100. Offered every year.

IT 231 "C" Advanced Programming Language (3 credits)

Advanced "C" Programming continues where the introduction to "C" programming course leaves off. A brief review of arrays, pointer manipulation, structures and functions will set the foundation for advanced programming techniques in "C." Advanced topics include scanners and parsers, data structures and algorithms, recursion, optimization techniques, memory management, bit operations and interrupts and managing large-scale "C" projects. Principles of good program design are also covered. Prerequisites: IT 210 and IT 230. Offered as needed.

IT 232 Object-Oriented Programming in C++ (3 credits)

This course teaches students how to design, implement and test applications in the C++ programming language. Topics include C++ data types, operators, functions, classes and inheritance. The course will introduce students to issues associated with developing real-world applications by presenting several case studies. The concepts of object-oriented design and programming are covered. Prerequisite: IT 230. Offered as needed.

IT 240 Principles of Object-Oriented Programming (3 credits)

This course provides a comprehensive introduction to the object-oriented programming paradigm. The course uses the Java programming language, which is an object-oriented language, and the Java development environment to demonstrate the principles of object-oriented programming. Other languages, including Smalltalk, are used for comparison. The course covers the Java language and the Java development environment, including the Java Software Development Kit (SDK) and Integrated Development Environment (IDE) tools. The course also covers the key concepts of object orientation, including inheritance, encapsulation, polymorphism and communication with messages. Other topics include classes and objects, base classes and class hierarchies, abstract and concrete classes, and model and view separation. Prerequisites: IT 100 and a programming course recommended by an advisor. Offered as needed.

IT 251 Introduction to the UNIX Operating System (3 credits)

This course provides an introduction to the structure and functioning of the UNIX operating system. It is designed to give students a solid foundation in the design and organization of the operating system and to teach the basic set of UNIX commands. Prerequisites: IT 201 and a programming course. Offered as needed.

IT 270 Client Side Web Development (3 credits)

This course serves as an introduction to creating interactive pages for the World Wide Web. Specifically, it will survey Internet concepts, network protocols and client-server communications. The course covers HTML, the language of the World Wide Web; the Document Object Model (DOM), essential to creating and manipulating elements of a Web page under program control; CSS, the syntax for building consistent styles and appearances across Web pages; and JavaScript, the programming language that cements the various technologies together to facilitate dynamic interactive elements. Prerequisite: IT 240. Offered every year.

IT 315 Object Oriented Analysis and Design (3 credits)

This course develops software systems engineering principles combining object-oriented design principles and methods augmented by computer assisted engineering (CASE) technology. The course involves use of the unified modeling language (UML) and, through the vehicle of a student group project, applies these elements to the system development life cycle. This course is writing intensive, as student project teams are required to submit a comprehensive project report and a PowerPoint presentation. Prerequisites: IT 210 and a programming course. Specialized Systems Development Computer Laboratory intensive and open laboratory intensive. Offered every year. Writing Intensive Course.

IT 325 Advanced Applications Programming

(3 credits)

This course reviews and expands the work of IT 125 in the creation of object classes and the use of object variables and programming database access. It also addresses serial communications, accessing the Internet, the creation and use of Active X Controls, use of the OLE container control, use of the Windows API and an introduction to the deployment wizard. Prerequisite: IT 125. Offered as needed.

IT 330 Database Management Systems

(3 credits)

This course covers the design and implementation of information systems within a database management system environment. Students will demonstrate their mastery of the design process acquired in earlier courses by designing and constructing a physical system using database software to implement the logical design. Topics include data models and modeling tools and techniques; approaches to structured and object design; models for databases (relational, hierarchical, networked and object-oriented designs); CASE tools; data dictionaries, repositories and warehouses; Windows/GUI coding and/or implementation; code and application generation; client-server planning, testing and installation; system conversion; end-user training and integration and post-implementation review. Prerequisites: two programming courses. Offered every year.

IT 351 Advanced UNIX (3 credits)

This is an advanced course in UNIX using the Red Hat Linux operation system. Students will install, administer, network and perform server operations of this operating system in a laboratory environment. Topics will include the use of the Gnome Interface, system security issues, and setting up a local area network and Internet connections. Prerequisite: IT 251. Offered as needed.

IT 360 Software and Operating Systems

(3 credits)

This course provides a fundamental understanding of operating systems concepts, structure and mechanism. Topics such as multithreading, symmetric multiprocessing, microkernels and clusters are addressed in the context of the Windows, UNIX and Solaris operating systems. Prerequisites: IT 315 and a programming course. Offered as needed.

IT 370 Server Side Web Development (3 credits)

This course is a follow-up to IT270 and extends the concept of interactive Web pages to the server. Building on the students' knowledge of Web page elements and Visual Basic, this course introduces Active Server Pages (ASP) as the vehicle for manipulating and creating content from a Web server. The course progresses through the fundamentals of client-server interaction to e-commerce considerations, XML, and database connection/manipulation from a Web server using SQL, the Structured Query Language for relational databases. Prerequisites: IT 125, IT 270 and IT 330. Offered every year.

IT 375 Digital Graphics Design (3 credits)

This course presents digital graphic theory and develops skills that meet the design and technical requirements of professionally created digital images for World Wide Web commercial applications on a variety of platforms and Internet appliances. Each student develops a professional portfolio consisting of printed as well as CD-ROM material. Students also develop working Web sites that display their graphics design projects. Topics include design strategies, Web authoring environments, color calibration and aesthetics, special HTML tags, image mapping, style sheets, digital cameras and scanners, GIF animation and an introduction to Dynamic HTML. Prerequisite: concurrent enrollment or completion of IT 100. Offered as needed.

IT 415 Systems Seminar I (3 credits)

This is the first of a two-part capstone course for IT majors. Students working in groups select a systems project to analyze and design using the knowledge and skills learned in their previous courses. There is a heavy emphasis placed on project management. The instructor and students critique all projects weekly. Prerequisite: IT 315. Offered every year. Writing Intensive Course.

IT 420 Systems Seminar II (3 credits)

This is the second part of the capstone course for IT majors. The student groups will implement and document the systems project designed in IT 415 using an appropriate computer programming language or database management system. The instructor and students critique all projects weekly. Prerequisite: IT 415. Offered every year.

IT 431 Software Development in Distributed Systems (3 credits)

Students learn XHTML, including how to use image maps, frames, cascading style sheets and scripting languages. Various browsers will be introduced. Server-side development using CGI, ASP, ColdFusion and PHP for distributed applications will be covered. Server-side topics such as servlets and JSPs, along with Java and XML, will be introduced. Prerequisites: IT 210 and one programming class. Offered every year. Writing Intensive Course.

IT 450 Artificial Intelligence for eBusiness

(3 credits)

This course explores contemporary tools and principles of artificial intelligence that focus on Web commerce applications and business intelligence in particular. Topics include mining data for business intelligence and collaborative software agents that utilize resources on the Web to carry out tasks for individuals and organizations. Prerequisites: IT 330 and MAT 220. Offered as needed.

IT 460 Data Communications and Networks

(3 credits)

This course provides an in-depth knowledge of data communications and networking theory, concepts and requirements relative to telecommunications and networking technologies, structures, hardware and software. Emphasis is on the concepts of communications theory and practices, terminology, and the analysis and design of networking applications. Management of telecommunications networks, cost-benefit analysis and evaluation of connectivity options are covered. Students can design, build and maintain a local area network (LAN). Prerequisites: IT 201 and IT 210. Offered as needed.

IT 461 Network Administration

(3 credits)

This course is a continuation of IT 460. Students study network design and management and obtain hands-on experience by physically installing, operating and documenting a functional data communications network. Prerequisite: IT 460. Offered as needed.

IT 462 System Network Administration

(3 credits)

Students in this course develop the skills for getting a system up and running securely on a network environment and the routine administration necessary for day-to-day operation. Topics include the role and importance of the system administrator, system security, user and resource management, network management, disaster and recovery, and setting guidelines and policies. Prerequisites: IT 360 and IT 460. Offered as needed.

IT 465 Digital Multimedia Design

(3 credits)

This course presents digital multimedia theory and develops skills that meet the design and technical requirements of professionally created multimedia for World Wide Web commercial applications on a variety of platforms and Internet applications. Each student develops a professional portfolio consisting of CD-ROM material. Students also develop working Web sites that display their multimedia projects. Topics include sound, animation, video, interactivity and multimedia distribution. Prerequisite: IT 375. Offered as needed.

IT 467 Digital Commerce and eBusiness

(3 credits)

This course is a comprehensive survey of the principles, techniques and implications of digital commerce and eBusiness. It covers the entire spectrum of Web-centric forms of communication and trade amongst commercial, industrial, institutional, governmental, employee and consumer participants and partners. Topics include: ebusiness models, security, privacy, ethics, major Internet tools and architectures behind digital commerce. Students use a Web development tool to build and post a site. Prerequisite: permission of the instructor. Offered as needed.

IT 480 Independent Study

(3 to 6 credits)

This course allows students to investigate any information technology subject not incorporated into the curriculum. Prerequisites: permission of the instructor, the program coordinator/department chair and the school dean. Offered as needed.

IT 485 Management of Information Technology

(3 credits)

This course presents the principles and concepts involved in the management of organizational information technology resources. It includes CIO functions, information technology planning, project management, legal and professional issues and the strategic impact of information technology systems. Prerequisite: IT 415. Offered every year. Writing intensive course.

IT 490A Information Technology Cooperative Education

(3 credits)

Prerequisites: consent of the program coordinator/department chair, the school dean and the Career Development Center. Offered every year.

IT 490C Guided Cooperative Education Work Experience for Integrating Study and Experience

(12 credits)

Students in this course will spend 25 to 40 hours per week for a minimum of 14 weeks (40 hours per week required for 12 credits) with one organization in a computer information systems position. Students receive IT elective credits for successful completion of the cooperative education experience. Success is determined by the student's work supervisor, the Career Development Center and the program coordinator/department chair. Prerequisites: consent of the program coordinator/department chair, the school dean and the Career Development Center. Offered every year.

Languages

LFR 111 Conversational French

(3 credits)

Offered as needed.

LFR 112 Conversational French

(3 credits)

Prerequisite: LFR 111 or permission of the Center of Language Education director. Offered as needed.

LFR 211 Intermediate French

(3 credits)

Offered as needed.

LFR 212 Intermediate French

(3 credits)

Prerequisite: LFR 211 or permission of the Center of Language Education director. Offered as needed.

LSP 111 Conversational Spanish

(3 credits)

Offered as needed.

LSP 112 Conversational Spanish (3 credits)

Prerequisite: LSP 111 or permission of the Center of Language Education director. Offered as needed.

LSP 211 Intermediate Spanish (3 credits)

Offered as needed.

LSP 212 Intermediate Spanish (3 credits)

Prerequisite: LSP 211 or permission of the Center of Language Education director. Offered as needed.

Literature

Note: Only courses with the course prefix LIT may be used as literature electives.

LIT 201 Survey of World Literature in Translation I (3 credits)

This survey course covers major works of world literature in translation, excluding the American and British traditions. It includes African, Asian, European, Latin American and Middle Eastern literature, with an emphasis on European. The course begins with writers of ancient Greece and Rome and finishes with writers of the Renaissance. Prerequisite: ENG 120. Offered every fall semester.

LIT 202 Survey of World Literature in Translation II (3 credits)

This survey course covers major works of world literature in translation, excluding the American and British traditions. It includes African, Asian, European, Latin American and Middle Eastern literature, with an emphasis on the European. It begins with the later 17th century and continues to the present day. Prerequisite: ENG 120. Offered every spring semester.

LIT 213 Survey of American Literature I (3 credits)

LIT 213 is a survey of major American writers from 1620 through the Civil War. Authors of Colonial, Enlightenment and Romantic periods in American literature are considered with an emphasis on their historical backgrounds. Prerequisite: ENG 120. Offered every fall semester.

LIT 214 Survey of American Literature II (3 credits)

LIT 214 is a survey of major American writers from the 1870s through the contemporary age. This course emphasizes the role of the individual and the artist in an increasingly industrialized and technological culture. Prerequisite: ENG 120. Offered every spring semester.

LIT 223 Survey of British Literature I (3 credits)

This is a survey of British literature that includes Beowulf and the works of Chaucer, Shakespeare, Milton, Swift, Pope and Johnson. This course examines the history and evolution of English literature and a variety of literary types. Prerequisite: ENG 120. Offered every fall semester.

LIT 224 Survey of British Literature II (3 credits)

This course covers the Romantic, Victorian and Modern literary periods. It examines the works of the Romantic poets, Victorian novelists and Modern literary artists, including Shaw, Joyce and Eliot. Prerequisite: ENG 120. Offered every spring semester.

LIT 301 World Mythology (3 credits)

This is a course in world mythology with special emphasis on the "hero's quest" and other mythical figures as they are manifested in various cultures. Students explore the meanings of mythological figures, motifs and references from a variety of perspectives. Prerequisite: ENG 120. Offered in the spring semester of every even-numbered year.

LIT 315 Survey of the Theater (3 credits)

LIT 315 is the study of drama as literature that begins with the Greeks and continues through Shakespeare to the present. Prerequisite: ENG 120. Offered in the fall semester of every even-numbered year.

LIT 316 Contemporary Drama (3 credits)

LIT 316 is a consideration of modern plays from 20th-century literature. The American, British, Russian, Scandinavian and Irish theaters are among those studied. Prerequisite: ENG 120. Offered in the spring semester of every even-numbered year.

LIT 319 Shakespeare (3 credits)

Students in LIT 319 study selected Shakespearean comedies, tragedies and chronicle plays. The course also provides the students with a general overview of the Elizabethan era and the world in which Shakespeare lived and worked. Prerequisite: ENG 120. Offered in the fall semester of every odd-numbered year.

LIT 324 Nineteenth-Century British Fiction (3 credits)

This course examines novels and stories of major British fiction writers in the 19th century, from Jane Austen to Joseph Conrad. The Victorian novelists and their historical role in the evolution of the English novel will be of particular importance. Students will read works by the Brontes, Dickens, Stevenson and Hardy and will pay particular attention to style, structure and characterization. Political, historical and cultural influences, 20th century films and plays based on 19th century texts are examined to deepen understanding of assigned fiction. Prerequisite: ENG 120. Offered in the fall semester of every even-numbered year.

LIT 326 Medieval Literature (3 credits)

This course focuses on literature written in England during the Old and Middle English periods, from about 500 to 1485. Approximately half the course will focus on Old English literature and half will focus on Middle English literature. Students will read modern translations of Old English literature and some translations and original versions of Middle English literature. Prerequisite: ENG 120. Offered in the fall semester of every odd-numbered year.

LIT 332 The Nature Writers (3 credits)

This course introduces students to the prose and poetry of major British and American writers and naturalists who observe nature vividly and write about humans' relationship with the natural environment. Prerequisite: ENG 120. Offered as needed.

LIT 334 The Short Story (3 credits)

This course introduces students to one of the most enduring literary genres. It begins with short fiction by such masters of the 19th century as Hawthorne, Melville, Maupassant and Chekhov. It will continue with such masters of the modernist story as Joyce, Hemingway, Mansfield and Updike, and finally will move on to cover outstanding examples of minimalist and experimental story writing in the last three decades by such writers as Raymond Carver and Joyce Carol Oates. Prerequisite: ENG 120. Offered as needed.

LIT 335 Introduction to Poetry (3 credits)

LIT 335 is an introduction to the study and appreciation of poetry. It seeks to give students a grasp of the nature and variety of poetry, means of reading it with appreciative understanding and ideas on how to evaluate it. The focus is on the work of English and American poets, both traditional and modern. Prerequisite: ENG 120. Offered in the fall semester of every even-numbered year.

LIT 336 Thoreau and His Contemporaries
(3 credits)

This course considers the works of Henry David Thoreau as a transcendentalist, essayist, poet, naturalist and teacher. Other members of the Concord School also are discussed. Prerequisite: ENG 120. Offered as needed.

LIT 337 Contemporary Poetry (3 credits)

LIT 337 is a survey of contemporary poetry, mainly American and English. Specific content varies with each offering. Prerequisite: ENG 120. Offered in the spring semester of every even-numbered year.

LIT 342 Nonfiction Prose (3 credits)

This course examines nonfiction literature as a literary genre with subgenres as a reflection of the social and cultural milieu in which it is produced and as a reflection of a writer's style. Readings include reportage, history, biography, journals and travel writing. Prerequisite: ENG 120. Offered as needed.

LIT 356 Men and Women in Literature

(3 credits)

This course uses short stories, novels and drama to examine the social, cultural, economic and political implications of the way women and men present and perceive themselves in the world at large. Prerequisite: ENG 120. Offered in the spring of every even-numbered year.

LIT 365 Classical Literature of Greece and Rome (3 credits)

This is a survey course in classical literature of the Western tradition that includes poetry, prose and drama but excludes the epic. Students will study the archaic lyric, works taken from the Greek Anthology, tragedy, comedy and other works by such Roman masters as Martial, Horace, Juvenal, Virgil, Ovid, Livy, Marcus Aurelius and Augustine. Prerequisite: ENG 120. Offered in the spring semester of every odd-numbered year.

LIT 450 Seminar in American Literature

(3 credits)

This course uses a thematic approach to explore works by American writers. The specific selections and authors vary each term according to the theme. This is an upper-level course involving close reading, analysis and writing in seminar format. Prerequisite: one 200-level literature survey course or permission of the instructor. Offered in the fall semester of every even-numbered year. Writing Intensive Course.

LIT 451 Seminar in British Literature (3 credits)

This course uses a thematic approach to explore the works of British writers. The specific selections and authors vary each term according to the theme. This is an upper-level course involving close reading, analysis and writing in seminar format. Prerequisite: one 200-level literature course or permission of the instructor. Offered in the spring semester of every odd-numbered year.

LIT 452 Seminar in World Literature (3 credits)

This course uses a thematic approach to explore works from any of the major literary traditions outside the British and American. The specific selections and authors vary each term according to the theme. This is an upper-level course involving close reading, analysis and writing in seminar format. Prerequisite: one 200-level literature course or permission of the instructor. Offered in the fall semester of every odd-numbered year.

LIT 453 Seminar on the Works of Hardy, Conrad and Lawrence (3 credits)

This upper-level course examines the novels and shorter fictional works of Thomas Hardy, Joseph Conrad and D. H. Lawrence. Students identify and trace the modernist concerns connecting these three masters of the British novel, including Hardy's prefiguring of modern despair, the dark anti-imperialist character studies of Conrad, and Lawrence's vehement fictional attacks on Victorian sexual repression and the social and ecological changes wrought by the industrial age. Prerequisite: any 200-level literature course or permission of the instructor. Offered as needed.

LIT 480 Independent Study (3 credits)

Prerequisites: Permission of the instructor, the program coordinator/department chair and the school dean.

LIT 485 Senior Thesis in Literature (3 credits)

This yearlong course is an option for seniors of exceptional ability who are majoring in English language and literature and who wish to have a graduate-level research and writing experience in some chosen area of American, British or world literature. Students must petition to take the course. Students who receive permission from the area coordinator/department chair and their academic advisors must proceed to formulate a written thesis proposal and assemble a three-person academic support committee, equipped with relevant expertise, no later than March 30th of the junior year. The proposal will then be submitted for approval to the individual's advisory committee. Assuming the project is universally approved, the student will meet with one or more members of the committee on a biweekly basis to review progress on research and written work. The final result will be a scholarly essay of 40 to 60 pages, to be presented as an academic paper in a public forum at least three weeks before graduation. Prerequisite: "B+" averages in all literature courses taken to date. Offered on an ongoing basis, as this is a two- to three-year research and writing project.

Management Advisory Services**MAS 490A Management Advisory Services Cooperative Education** (3 credits)

Prerequisites: consent of the program coordinator/department chair, the school dean and the Career Development Center. Offered every year.

Mathematics**MAT 050 Fundamentals of Algebra** (3 credits)

This course includes a review of basic arithmetic and an introduction to elementary algebra. Topics include signed numbers, linear equations, simple and compound interest, graphing linear equations, polynomials, quadratic equations and graphing quadratics. Offered every semester. (Credits awarded for this course are in addition to the 120-credit minimum graduation requirement.)

MAT 105 Merchandising Mathematics (3 credits)

This course surveys the mathematics that are essential to the maintenance of the retail store operating statements, markup and markdown, average maintained markup, turnover, open-to-buy and other topics at the instructor's discretion. (This course cannot be used as an elective by students who have already completed MAT 120 or MAT 150. A waiver of this restriction is awarded for four-year retailing majors.) Offered every fall semester.

MAT 112 Mathematics for Hospitality**Administration** (3 credits)

This applied mathematics course includes a variety of quantitative skills required by professionals in the hospitality field. Open only to students enrolled in the Bachelor of Applied Science in Hospitality Administration (BASHA) program. Offered as needed.

MAT 120 Finite Mathematics (3 credits)

This course serves to prepare students for other courses in the core curriculum and in their majors and to provide a basis for making decisions that they will encounter after graduation. Topics include solving equations; modeling with linear, quadratic, exponential and logarithmic functions; the mathematics of finance; and probability. While these topics are prerequisites for more advanced mathematics, they increasingly play a part in quantitatively sophisticated discussions of difficult and controversial public policy issues. Prerequisite: competency in high school algebra. Placement in this course depends on a student's SAT math score, high school GPA and/or a mathematics placement examination administered by the mathematics faculty. (Students who have successfully completed MAT 150 may not register for MAT 120.) Offered every semester.

MAT 121 Mathematical Concepts and Techniques for Business (3 credits)

An anthology for business majors, this course enriches and augments the techniques developed in MAT 120. Special attention is given to developing the topics using business examples and employing calculators and computer packages. Topics covered include matrices and their applications, an introduction to linear programming, the summation notations and an introduction to calculus applied to polynomials. Prerequisite: MAT 120. (Students who have completed MAT 150 may not register for MAT 121.) Offered every semester.

MAT 150 Honors Finite Mathematics (3 credits)

A course designed for students who enter the university with a demonstrated proficiency in high school algebra I and algebra II. This course will contain topics selected from the mathematics of finance, probability, matrices, linear programming and business calculus. (Students who have successfully completed MAT 120 and/or MAT 121 may not register for MAT 150.) Prerequisite: permission of the mathematics/science program coordinator. Offered every fall semester.

MAT 151 Honors Applied Calculus (3 credits)

The course will examine functions that are non-linearly related. The fundamentals of differential and integral calculus will be developed and applied to a variety of business, life and social science settings. In the process of problem analysis, mathematical software and/or graphing calculators will enhance the course content. Prerequisite: MAT 150 or permission of the mathematics/science program coordinator. Offered as needed.

MAT 210 Calculus I (3 credits)

Prerequisite: MAT 120 or MAT 150. Offered as needed.

MAT 220 Statistics (3 credits)

MAT 220 is a fundamental course in the application of statistics that includes descriptive statistics, probability distributions, hypothesis testing and basic linear regression. Students will gain experience using statistical software. (Students who have completed MAT 250 may not register for MAT 220.) Prerequisite: MAT 120 or MAT 150. Offered every semester.

MAT 250 Honors Statistics (3 credits)

This course is designed for students who have completed MAT 150 with a grade of "B" or better. The topics explored in MAT 220 will be expanded and developed with more depth. (Students who have completed MAT 220 may not register for MAT 250.) Prerequisite: MAT 150 or permission of the mathematics/science program coordinator/department chair. Offered as needed.

MAT 320 Discrete Mathematics (3 credits)

This course is designed to improve students' critical-thinking and problem-solving skills and emphasizes topics related to computer science. Topics include logic and truth tables, set theory, functions, number systems, mathematical induction, algorithms, combinatorics, equivalence relations, graph theory and trees. Additional topics may include error correcting codes, finite state automata and encryption. Prerequisite: MAT 120 or MAT 150. Offered every spring semester.

MAT 480 Independent Study (3 credits)

This course allows the student to investigate any mathematics subject not incorporated into the curriculum. Prerequisites: permission of the instructor, the program coordinator/department chair and the school dean. Offered as needed.

Marketing

MKT 113 Introduction to Marketing (3 credits)

This course examines the basic functions involved in the exchange process that is designed to meet customers' needs. Such functions include marketing research, target-market selection, product design, promotional activities, distribution and pricing. Offered every semester.

MKT 222 Principles of Retailing (3 credits)

This course studies the basics of retailing and emphasizes the development of retail institutions, store layout and design, merchandising, pricing and problems retailers experience in today's business environment. Prerequisite: MKT 113. Offered every semester.

MKT 320 Sales Management (3 credits)

This course analyzes the sales function in modern business. The course consists of a study of the management of field sales forces and emphasizes structural planning and operational control over recruiting, retention, supervision, motivation and compensation of sales personnel. Prerequisites: MKT 113 and sophomore standing or permission of the instructor. Offered once a year. Writing Intensive Course.

MKT 322/INT 322 International Retailing (3 credits)

This course compares and contrasts retail institutions in selected countries. Students examine the social, economic and political influences on the development of global retailers and consider how retailing trends spread from culture to culture. Students also examine the similarities and differences in merchandising, sales promotion, pricing, personal selling and electronic retailing policies of retailers around the globe. Prerequisite: MKT 222 or permission of the instructor. Offered every year.

MKT 327 Retail Site Selection (3 credits)

This course is concerned with store location research and begins with an analysis of urban areas - their functions, land use patterns, spatial organization and the urban economy. Also featured in this course are concepts of store layout and design as they relate to proper marketing strategy in a retail environment. Prerequisite: MKT 222. Offered as needed.

MKT 329 /ADV 329 Principles of Advertising (3 credits)

This course is designed to give students an understanding of advertising and the role the media play in advertising strategy. This course focuses on the planning, research and creative skills needed to reach promotion objectives. Prerequisites: MKT 113 and ENG 121. Offered every semester.

MKT 331 Industrial Marketing (3 credits)

This course explores how a business organization buys, how the market is evaluated, how the industrial marketing mix is established, how industrial marketing plans are developed, and how to sell to the private industrial, institutional and governmental markets. Prerequisite: MKT 113 or permission of the instructor. Offered as needed.

MKT 335 Professional Selling (3 credits)

Students in this course develop an understanding of and practical ability to use intelligent, ethical techniques of information presentation and persuasion. Although focused upon the sales function, learned persuasive techniques will have value in many other areas of social and professional life. Prerequisite: MKT 113. Offered once a year.

MKT 337 Marketing Research

(3 credits)

This course introduces students to the techniques of gathering, analyzing and using information to aid marketing decision-making. Student projects may be required. Prerequisites: MKT 113 and MAT 220. Offered every semester.

MKT 345 Consumer Behavior

(3 credits)

This course explores the behavior that consumers display in searching, purchasing, using, evaluating and disposing of products. Prerequisites: MKT 113 and PSY 108 or SOC 112. Offered every semester.

MKT 350 Ethical Issues in Marketing (3 credits)

This course explores current ethical issues and problems in marketing. The emphasis is on identifying crucial issues, exploring all possible viewpoints, and examining remedies in order to facilitate the development of students' positions on these issues. Prerequisites: MKT 113. Offered as needed.

MKT 360 Direct Interactive Marketing (3 credits)

Direct interactive marketing is the process of directing goods and services through consumer or business-to-business marketing channels where the desired consumer responses may be direct orders, lead generation and/or traffic generation. This course focuses on such topics as mailing list development, relationship marketing, database management, the development of an effective sales message and selection of media. The use of catalogs, direct mail letters and brochures, telemarketing and innovative electronic marketing as ways to reach the consumer will be explored. Prerequisites: MKT 113 and one other 200- or 300-level MKT course. Offered as needed.

MKT 432 Strategic Marketing Planning

(3 credits)

This is the capstone course of the undergraduate marketing curriculum. It focuses primarily on the decisions required of marketing executives as they seek to develop, implement and control integrated marketing programs. Students will be asked to apply their understanding of marketing principles covered in other marketing courses to solve specific company problems. Topics include a diversity of product, market and industry environments. Prerequisites: MKT 113 and MKT 337; the completion of three of the following courses: MKT 222, MKT 320, MKT/ADV 329, MKT 331, MKT 345, MKT 350, MKT 433 or MKT 442; and senior standing. Offered every semester. Writing Intensive Course.

MKT 433 /INT 433 Multinational Marketing

(3 credits)

This course covers the development of international marketing programs from the determination of objectives and methods of organization through the execution of research, advertising, distribution and production activities. Students examine the international similarities and differences in marketing functions as related to the cultural, economic, political, social and physical dimensions of the environment. Students also consider the changes in marketing systems and the adoption of marketing philosophies and practices to fill conditions in different countries. Prerequisites: ECO 202 and MKT 113 or permission of instructor. Offered once a year.

MKT 442 Retail Management (3 credits)

An advanced course that moves beyond the scope of MKT 222, this course is geared to the retailing major. Inventory planning and control, store operations, consumer demand interpretation, shopping center management and merchandising policies are covered. Many different management styles are observed and discussed. Prerequisites: MKT 222 and junior or senior standing. Offered once a year. Writing Intensive Course.

MKT 480 Independent Study (3 credits)

Independent study allows the student to investigate any marketing subject not incorporated into the curriculum or to do in-depth study or research in a specialized area of marketing. Prerequisites: permission of the instructor, the marketing program coordinator/department chair and the school dean. Offered as needed.

MKT 490A Marketing Cooperative Education

(3 credits)

MKT 490B Marketing Cooperative Education

(6 credits)

MKT 490C Marketing Cooperative Education

(12 credits)

This closely supervised on-the-job training combines classroom theory with business experience. Students spend one semester working in an environment where marketing principles and practices can be learned firsthand. Prerequisites: open to marketing majors only with permission of the Career Development Center and the marketing program coordinator/department chair. Offered every year.

MKT 491A Retailing Cooperative Education

(3 credits)

MKT 491B Retailing Cooperative Education

(6 credits)

MKT 491 C Retailing Cooperative Education

(12 credits)

This closely supervised on-the-job training combines classroom theory with business experience. Students spend one semester working in an environment where retailing principles and practices can be learned firsthand. Prerequisites: open to retailing majors only with permission of the Career Development Center and the marketing program coordinator/department chair. Offered every year.

Philosophy

PHL 210 Introduction to Western Philosophy

(3 credits)

This course provides a general introduction to the big questions of philosophy, including questions of existence, knowledge, freedom and meaning. The purpose of the course is to introduce students to great thinkers and theories while engaging them in the exploration of the same beginning questions applied to contemporary issues. Offered every year.

PHL 214 Logic, Language and Argumentation

(3 credits)

This course is a study of the fundamental principles of correct and incorrect argument, historical forms of deductive logic, and the significance of language and clear verbalization. Offered as needed.

PHL 215 Moral Decision-Making: Theories and Challenges

(3 credits)

This ethics course addresses the ways people make judgments about right and wrong actions. Areas of consideration include theories of morality, moral development and decision-making; comparisons between morality and other areas of life, such as law and religion; and contemporary moral issues facing individuals and society. Offered every year.

PHL 216 Business Ethics

(3 credits)

This course is a philosophical study of moral issues in business. Topics include corporate responsibility, conflicts of interest, morality in advertising, preferential hiring (e.g., minorities and women), personal morality versus employer loyalty, and cultural theoretical issues and their impact on business decisions. Offered every semester.

PHL 230 Religions of the World

(3 credits)

This course reviews the emergence of various belief systems and their differences and similarities. Students explore the role of religious belief in the course of human history. Whenever possible, speakers representing various religions are invited to the class. Special emphasis is given to the five major religions: Hinduism, Buddhism, Judaism, Christianity and Islam. Offered every year.

PHL 246 Understanding Non-Western Philosophy

(3 credits)

This course, which focuses on classics from non-Western traditions, is meant to enrich students' understanding of philosophical works that have shaped entire cultures. Selections are drawn from the literary, religious and philosophical works of Africa and western, southern and eastern Asia, giving students a greater appreciation of the contemporary world and basic philosophical issues. Offered every year.

PHL 480 Independent Study

(3 credits)

This course allows the student to investigate any philosophy subject not incorporated into the curriculum. Prerequisites: permission of the instructor, the program coordinator/department chair and the school dean. Offered as needed.

Political Science

POL 109 Introduction to Politics

(3 credits)

This course offers a broad introduction to politics and political science, including theories of government, the nature of the state and the role of the citizen, with an emphasis on both theory and practice in the analysis of American politics, comparative politics and international relations. Offered every semester.

POL 201 Research Methods in Political Science

(3 credits)

This course offers a broad introduction to the diversity of research methods used by political scientists, including surveys, case studies, experiments and quasi-experiments. Students will develop the ability to spot design flaws in studies intended to generate scientifically sound conclusions about political phenomena, and to evaluate critically the interpretations of the results of those studies offered to the public by third-party observers, such as reporters in the mass media. Students will learn how to draft a research proposal that would satisfy the requirements of peer review within the community of professional political scientists. Prerequisite: POL 109 or POL 210. Offered every other year. Not offered in 2002-2003. Writing Intensive Course.

POL 210 American Politics

(3 credits)

This course offers a broad introduction to the structure and function of the American political system at the national level, including the roles played by the president, Congress, the courts, the bureaucracy, political parties, interest groups and the mass media in the policy-making and electoral processes. This course places special emphasis on how the efforts of the framers of the Constitution solved what they saw as the political problems of their day and how these efforts continue to shape American national politics in ours. Prerequisite: POL 109. Offered every year beginning in spring 2003.

POL 211 International Relations (3 credits)

This course offers a broad introduction to the study and practice of international relations, including the roles played by states and nations, non-state actors, national interests, power, morality and international law. This course places special emphasis on realism and idealism as alternative approaches to the study and practice of international relations and on their implications for ongoing efforts to construct a peaceful and prosperous global political system in the aftermath of the Cold War. Prerequisite: POL 109. Offered every other year. Not offered in 2002-2003.

POL 213 Comparative Politics (3 credits)

This course offers a broad, comparative introduction to the structure and function of national political systems. It emphasizes the structural and functional attributes that distinguish democracies from non-democracies and that distinguish the different types of democracies and non-democracies from each other. The countries covered may vary from semester to semester. Prerequisite: POL 109. Offered every other year. Not offered in 2002-2003.

POL 214 Political Theory (3 credits)

This course explores the diversity of conceptions of the individual, the state, politics and "the good life" that animate contemporary societies and their critics, with an emphasis on the contributions of Western political theorists of ancient and modern times and contemporary currents of political thought. This course places special emphasis on the social and cultural contexts in which these theorists lived and worked as factors that helped to shape their political ideas. The theorists covered may vary from semester to semester. Prerequisite: POL 109. Offered every other year. Offered fall semester 2002. Writing Intensive Course.

POL 301 American Foreign Policy since the Cold War (3 credits)

This course explores the nature and consequences of American foreign policy as a response to the challenges posed by the international political and economic systems that have emerged since the end of the Cold War. This course places special emphasis on the opportunities and pitfalls inherent in the United States' new role as the world's only superpower in an era increasingly defined by issues that transcend national boundaries, such as globalization, international terrorism and global climate changes. Prerequisite: POL 211 or permission of the instructor. Offered every other year. Offered fall semester 2002.

POL 302 Regionalism, Globalization and International Organizations (3 credits)

This course explores the causes and effects of regional political and economic integration in Europe, Asia, Africa and the Americas, and of globalization worldwide, with an emphasis on the role played by international organizations and regimes in the integration process. This course also examines the structure and function of the transnational social movements that have emerged in opposition to regional integration and globalization, as well as the past and likely future effects of these movements on the integration process. The region or regions emphasized in this course may vary from semester to semester. Offered every other year. Not offered in 2002-2003.

POL 303 International Security Studies

(3 credits)

This course explores the current status and likely future prospects of selected national security strategies and international collective security regimes, with an emphasis on their effectiveness as responses to the increasingly complex threats to national security and international peace that have become fixtures of the post-Cold War world. This course places special emphasis on how changing conceptions of what it means to be secure, as well as the emergence of non-state actors as significant national security threats, have forced both states and the international community to reevaluate traditional approaches to preventing war, promoting peace and preserving the sovereignty of states. Prerequisite: POL 211 or permission of the instructor. Offered every other year. Offered spring semester 2003.

POL 304 The Politics of Sustainable Development (3 credits)

This course explores the national and international politics of sustainable development, with an emphasis on the implications of models of development based on the Western historical experience for the goal of achieving sustainable development in developing countries. Students will spend a substantial portion of the course playing and evaluating their own performance in Stratagem, a computer-assisted simulation game developed originally for the U.S. Agency for International Development. Players assume the roles of government ministers in a developing country and attempt to chart a course of sustainable development for that country over a period of 50 years. Prerequisite: POL 211 or POL 213 or permission of the instructor. Offered every other year. Offered fall semester 2002.

POL 305 State and Local Government

(3 credits)

This course explores the structure and function of state and local governments in the United States, with an emphasis on their roles as partners with the federal government in a system of cooperative federalism. This course places special emphasis on how the peculiar features of the American political system shape the ability of state and local governments to cope with issues of pressing public policy concern, such as educational quality, racial discrimination, poverty and environmental protection. The issues covered may vary from semester to semester. Prerequisite: POL 210. Offered every other year. Not offered in 2002-2003.

POL 306 The American Legal System in Political Perspective

(3 credits)

This course offers a broad introduction to the structure and function of the American legal system as an aspect of American government, including the structure and function of federal and state courts, the nature of legal reasoning, the structure and function of legal education and the legal profession and the politics of judicial selection. In the segment of the course devoted to legal reasoning, students will read abbreviated versions of judicial opinions and will learn how to write a simple legal memorandum analyzing a legal issue of concern to hypothetical clients in light of the reasoning and conclusions in those opinions. Prerequisite: POL 210. Offered every other year.

POL 316 Civil Liberties, Civil Rights and the Judicial Process

(3 credits)

This course explores the content of the Bill of Rights and the due process and equal protection clauses of the 14th Amendment to the U.S. Constitution as interpreted by the U.S. Supreme Court, as well as the style of reasoning used by American courts in resolving constitutional and other legal disputes. The readings consist almost exclusively of abbreviated versions of U.S. Supreme Court opinions. Students will learn how to write brief, formal summaries of these opinions of the type typically prepared by American law students and lawyers, and will be expected to participate actively in the type of in-class Socratic dialogues that are the standard method of instruction in American law schools. Prerequisite: POL 306 or permission of the instructor. Offered every other year. Not offered in 2002-2003.

POL 317 Campaigns and Elections

(3 credits)

Every four years, the New Hampshire presidential primary becomes the first and most important stop for a host of men and women who aspire to be elected president of the United States. SNHU's location in New Hampshire's largest city provides SNHU students with a unique opportunity to observe and participate in presidential, congressional and other political campaigns at the grassroots level. This course explores the dynamics of these campaigns and the elections to which they are a prelude, with an emphasis on how a unique set of contemporary and historical factors have shaped the contours of modern American political campaigns. Students should expect to spend 10 to 15 hours per week volunteering for a presidential, congressional or other political campaign, depending on the semester in which the course is offered. Prerequisite: POL 210. Offered two years out of every four, once in the fall semester immediately preceding the New Hampshire presidential primary and once in the fall semester in which off-year congressional elections are held. Not offered in 2002-2003.

POL 318 American Political Parties

(3 credits)

This course explores the structure and function of American political parties, with an emphasis on how the structure of American government and the changing nature of American society and culture have shaped the dynamics of American national party politics since the first political parties began to emerge in the United States. This course places special emphasis on how and why modern American political parties are weak relative to the political parties of most other Western democracies and to American party organizations that have existed in the past. Prerequisite: POL 210. Offered every other year. Not offered in 2002-2003.

POL 319 Environmental Politics

(3 credits)

This course offers a broad introduction to environmental politics as a policy-making process, both in the United States and globally, with some reference to environmental politics in countries other than the United States. This course places special emphasis on how structural and functional differences between the American and global political systems lead to predictable differences in the types of environmental policies that typically emerge from each. Prerequisite: POL 210 or POL 211 or permission of the instructor. Offered every other year. Offered spring semester 2003.

POL 320 Environmental Law and Policy

(3 credits)

This course offers a broad introduction to the content of environmental law and policy in the United States and globally, with an emphasis on what triggers the applicability of selected environmental laws and policies to national governments, subnational governments, businesses and individuals, as well as on the requirements with which they then must comply. This course makes special reference to state and local governments within the United States and to nation-states worldwide as natural laboratories for comparative policy experimentation. Prerequisite: POL 210 or POL 211 or permission of the instructor. Offered every other year. Not offered in 2002-2003.

POL 350 Business, Government and Public Policy (3 credits)

This course explores how businesses and governments interact in the formulation and implementation of public policy in the United States and around the world, with an emphasis on regulatory policy. Students will acquire a sophisticated understanding of the structure and function of public and private bureaucracies, of the steps involved in the formation and implementation of regulatory and other public policies in the United States and elsewhere, and of the nature and implications of the opportunities for business and other third-party intervention in the policy-making and implementation processes that the structure of those processes provides. Prerequisite: POL 210 or POL 213. Offered every other year. Not offered in 2002-2003.

POL 480 Independent Study (3 credits)

This course offers students an opportunity to study any political topic not covered in any course listed in the catalog, under the supervision of a political science faculty member. Prerequisites: permission of the instructor, the program coordinator and the school dean. Offered as needed.

Psychology**PSY 108 Introduction to Psychology** (3 credits)

This course is an introduction to various areas of psychology, including scientific investigation, motivation, personality, intelligence, behavioral deviation, perception, learning and human development. It provides a basis for further study in related areas. Offered every semester.

PSY 201 Educational Psychology (3 credits)

This course emphasizes the nature of human learning, with a study of the concepts of readiness, motivation, retention, individual differences, development, reasoning and measurement. Consideration of the psychological principles of testing and learning technology also are emphasized. Prerequisite: PSY 108. Offered as needed. Writing Intensive Course.

PSY 211 Human Growth and Development

(3 credits)

Students in this course study physical and psychological development from the prenatal period to death. Patterns of human development also are considered. Prerequisite: PSY 108. Offered every year.

PSY 213 Psychology of Individual Adjustment

(3 credits)

PSY 213 studies the dynamics of the adjustment to problems of modern living, including those adjustments students have made, are making and will make. Research and self-understanding are emphasized. Prerequisite: PSY 108. Offered as needed.

PSY 215 Psychology of Abnormal Behavior

(3 credits)

This course offers students an opportunity to better understand human behavior. It also studies the similarities and differences between normal and abnormal reactions to environmental stimuli. Prerequisite: PSY 108. Offered every year.

PSY 216 Psychology of Personality (3 credits)

Personality is studied using theories, applications, and individual and group patterns of behavior formation. Prerequisite: PSY 108 or permission of the instructor. Offered every year.

PSY 220 Resident Life Psychology (3 credits)

This course explores the psychological and social development of college students who live in residence halls on campus. Through discussion, written and oral projects and experiences, students will examine their firsthand job applications in light of theories of student development, organizational theory and group work. Open to students in the resident assistant program. Offered as needed.

PSY 224 /SOC 224 Research Methods (3 credits)

Students in this course will understand a variety of research methods, including experimental, survey, co-relational and case-history techniques. They will become aware of the strengths and weaknesses of each method and understand when each method is best used. Prerequisites: PSY 108 and MAT 220. Offered every year. Writing Intensive Course.

PSY 225 Health Psychology (3 credits)

This course introduces the student to the field of health psychology through an exploration of ways in which the biopsychosocial (holistic) model is applied to promote health and improve coping the illness. Topics include health beliefs and behaviors, delay in seeking medical care, factors influencing individuals' responses to the health care system and practitioners, acute and chronic illness, treatment adherence, pain and pain management, stress and coping, social support and psychoneuroimmunology. Prerequisites: PSY 108. Offered as needed.

PSY 226 Sport Psychology (3 credits)

The course offers an in-depth examination of the major psychological issues associated with athletic competition. Topics include motivation, anxiety, aggression, commitment, self-control, leadership and excellence. While using athletic competition as its focus, the course also establishes the relationship between athletic competition and the pursuit of excellence in any human endeavor. This course also has a significant research component designed to help students develop a sound understanding of the research methodology that supports theories of athletic competition. Prerequisite: PSY 108. Offered as needed.

PSY 257 Social Psychology (3 credits)

Social psychology is an interesting, dynamic study of how people's thoughts, feelings and actions are affected by others. Issues discussed include prejudice, conformity, interpersonal attraction and violence. The scientific methods of studying such phenomena are emphasized. Prerequisite: PSY 108. Offered as needed.

PSY 291 Experiential Learning Practicum

(3 credits)

PSY 291 is intended to provide an in-depth and practical experience within the field of psychology. This is not an internship, but rather an opportunity to actively participate in a community-based human service organization over the course of a semester. This course also includes didactic instruction and group discussion. Prerequisite: PSY 108. Offered as needed.

PSY 311 Child and Adolescent Development

(3 credits)

This course is an in-depth study of childhood and adolescent developmental issues. The solid understanding of concepts and theories acquired in PSY 211 will be developed and applied. Field research, case studies and observations will be required. Prerequisites: PSY 108 and PSY 211. Offered as needed.

PSY 312 Psychology of Childhood and Adolescent Adjustment (3 credits)

This course focuses on typical life experience conflicts and transitions students face in our complex society. An in-depth analysis of the specific adjustment issues that school-age children encounter is emphasized through research and case studies. Prerequisites: PSY 108 and PSY 211. Offered as needed.

PSY 313 Behavior Management (3 credits)

This course focuses on principles of learning theories and current behavioral research that applies to school-age children. Practical approaches and ethical issues are emphasized. Prerequisites: PSY 108 and PSY 211. Offered as needed.

PSY 314 Disorders of Childhood and Adolescent Adjustment (3 credits)

This course focuses specifically on an introduction to the classification of disorders of childhood and adolescence and the treatment approaches that currently are available. Knowledge students obtained in PSY 215 is essential for understanding the etiology and manifestation of these disorders, as well as the impact on the individual, family and society. Current field research and case studies will be used. Prerequisites: PSY 108 and PSY 211. Offered as needed.

PSY 315 Counseling Process and Techniques

(3 credits)

This course examines the history and philosophy of specific helping professions in the fields of psychology, sociology and human services. Several broad theoretical perspectives will be studied and applied in role-play situations. Prerequisites: PSY 108 and PSY 216. Offered as needed.

PSY 317 Reading and Research in Psychology

(3 credits)

This course consists of a seminar and/or individual meetings. Prerequisites: six to nine credit hours in psychology, including PSY 108, and permission of the instructor. (At least three prerequisite credit hours must have been earned at Southern New Hampshire University.) Offered as needed.

PSY 320 Psychology of Individual Differences and Special Needs (3 credits)

This course provides knowledge and understanding of exceptional children and adolescents. The approach is theoretical and practical. Prerequisite: PSY 108. Offered as needed.

PSY 331 Human Sexuality (3 credits)

This course deals with sex as it relates to the individual, family, group and society. While this is a psychology course, some techniques and knowledge from the biological and social sciences and the humanities are used. Academic achievement and the development of personal insights are the expected results of this course. Prerequisite: PSY 108 or permission of the instructor. Offered as needed.

PSY 335 Assessment and Testing (3 credits)

Students in this course will become aware of the use and abuse of psychometric techniques. Specific techniques that currently are used will be introduced and understood. While knowledge about specific tests may be somewhat limited, students will obtain knowledge of the types of tests and techniques available. Prerequisites: PSY 108, PSY 224 and MAT 220. Offered every year.

PSY 443A Psychology Internship (3 credits)

PSY 443B Psychology Internship

(6 credits)

This course provides an extensive direct experience in a specific area in the field of psychology that the student has determined is related to his or her career goals. Prerequisites: only for psychology majors with 12 or more credits in psychology and permission of the program coordinator/department chair. Offered every year.

PSY 444 Senior Seminar in Psychology

(3 credits)

This capstone course integrates previous classroom and practical experience with a focus on current issues in psychology. This course likely will include cross-cultural aspects of psychology, ethics, recent career trends in psychology and other topics dictated by current events in psychology. Coverage may change over time, but the basic focus on integrating the past and anticipating the future for psychology seniors will be the major concern. Prerequisites: PSY 108, PSY 211, PSY 215, PSY 216, PSY 224 and PSY 335. (One prerequisite may be taken concurrently.) Offered every year. Writing Intensive Course.

PSY 480 Independent Study (3 credits)

This course allows the student to investigate any psychology subject not incorporated into the curriculum. Prerequisites: permission of the instructor, the program coordinator/department chair and the school dean. Offered as needed.

Science**SCI 211 Survey of the Biological Sciences**

(3 credits)

Students in this course study selected topics within the various biological sciences. Ecology in our modern society and historical developments are considered. Prerequisite: ENG 121 or permission of the instructor. Offered as needed.

SCI 212 Principles of Physical Science I

(3 credits)

This course is a study of the basic concepts of physical science. Topics covered include the influence of the scientific method in understanding science, energy and motion; Newtonian physics; the solar system; the universe; and geology. Prerequisite: ENG 121 or permission of the instructor. Offered as needed.

SCI 213 Principles of Physical Science II

(3 credits)

This course is a study of other basic concepts of physical science. Topics to be covered include electricity and magnetism, heat, atoms and the molecular theory of the atom, chemical reactions and basic organic chemistry. SCI 212 is not required for SCI 213. Prerequisite: ENG 121 or permission of the instructor. Offered as needed.

SCI 215 Contemporary Health (3 credits)

This course exposes students to the three major dimensions of health — physical, emotional and social. Health, nutrition, substance abuse, infectious diseases and stress management are among the issues that will be discussed. Students will learn to intelligently relate health knowledge to the social issues of our day. Prerequisite: ENG 121 or permission of the instructor. Offered as needed.

SCI 217 Introduction to Anatomy and Physiology (3 credits)

This course is intended to introduce students to the fundamental principles of anatomy and physiology and the relationships of all the body systems and their functions. Prerequisite: ENG 121 or permission of the instructor. Offered as needed.

SCI 219 Environmental Issues (3 credits)

Students in this course examine major environmental problems to make them aware of current and potential environmental issues from the perspectives of society, business and the individual. Prerequisite: ENG 121 or permission of the instructor. Offered as needed.

SCI 220 Energy and Society

(3 credits)

This course surveys various forms of energy that are available in an industrial society. The environmental impact and the continued availability of each form of energy will be discussed. Conservation of energy sources and the development of alternative energy sources in the home and industry will be emphasized. Prerequisite: ENG 121 or permission of the instructor. Offered as needed.

SCI 335 /SOC 335 Technology and Society

(3 credits)

Students in this course examine how technology and science impact society and relate to other disciplines, including economics, ethics, the arts and religion. Prerequisites: ENG 121 and at least three science credits or permission of the instructor. Offered as needed. Writing Intensive Course.

SCI 480 Independent Study (3 credits)

Prerequisites: ENG 121 and permission of the instructor, the program coordinator/department chair and the school dean. Offered as needed.

Social Science**SCS 224 /PSY 224 Research Methods**

(3 credits)

Students in this course develop an understanding of a variety of research methods, including experimental, survey, co-relational and case-history techniques. They will become aware of the strengths and weaknesses of each method and understand when each method is best used. Prerequisites: PSY 108 and MAT 220. Offered as needed. Writing Intensive Course.

SCS 444 Senior Seminar in Social Science

(3 credits)

This course serves as the capstone for social science and psychology majors. Students will draw upon the knowledge earned in the social science concentration courses and the liberal arts core courses and use it as the foundation for a guided research project in one of the social sciences. Prerequisite: senior standing. Offered every spring semester. Writing Intensive Course.

SCS 490B Social Science Cooperative Education

(6 credits)

SCS 490C Social Science Cooperative Education

(12 credits)

Prerequisites: consent of the Career Development Center and permission of the program coordinator/department chair. Offered every year.

Sociology

SOC 112 Introduction to Sociology

(3 credits)

This course studies the organization of social behavior and its relationship to society and social conditions. Culture, norm stratification, systems, structure, social institutions and social change are emphasized. Offered every semester.

SOC 213 Sociology of Social Problems

(3 credits)

Students in this course analyze contemporary social problems in America and other societies. Issues include economic limitations, class and poverty, race and ethnic relations, sexism, ageism, and environmental and population concerns. Prerequisite: SOC 112 or permission of the instructor. Offered every year.

SOC 317 Sociology of the Family

(3 credits)

This course is a sociological examination of the family institution in America and other societies. Traditional and nontraditional family patterns are studied to provide students with a structure for understanding sex, marriage, family and kinship systems. Prerequisite: SOC 112 or permission of the instructor. Offered every other year.

SOC 324 Crime and Violence in American Society

(3 credits)

This course examines the nature, causes and consequences of crime and violence in American society. Methods for detecting, preventing and treating criminal behavior are discussed and local criminality and agencies of control are examined. Prerequisite: SOC 112 or permission of the instructor. Offered every spring semester.

SOC 326 Sociology of Deviant Behavior

(3 credits)

This course is a sociological analysis of the nature, causes and societal reactions to deviant behavior, including mental illness, suicide, drug and alcohol addiction and sexual deviation. Prerequisite: SOC 112 or permission of the instructor. Offered every other year.

SOC 328 Aging in Modern Society

(3 credits)

Students in this course examine basic social processes and problems of aging. Social and psychological issues and issues involved with death and dying are discussed. Prerequisite: SOC 112 or permission of the instructor. Offered every other year.

SOC 330 Minority Relations

(3 credits)

This course examines minority relations in America and other societies. It focuses on the nature of minority-dominated interaction, the sources and operation of prejudice and discrimination and the typical reactions of minorities to their disadvantaged positions. Prerequisite: SOC 112 or permission of the instructor. Offered as needed.

SOC 333 /SPT 114 Sport and Society

(3 credits)

This course examines the major issues and controversies of sport in society. Students will develop an appreciation of the ways sport in society contributes to analyzing and understanding human behavior in sports contexts. Students will be encouraged to ask questions and think critically about sports as part of social life. Offered every spring semester.

SOC 335 /SCI 335 Technology and Society

Students in this course examine how technology and science impact society and relate to other disciplines, including economics, ethics, the arts and religion. Prerequisites: ENG 121 and at least three science credits or permission of the instructor. Offered as needed. Writing Intensive Course.

SOC 480 Independent Study

(3 credits)

Prerequisites: permission of the instructor, the program coordinator/department chair and the school dean. Offered as needed.

Southern New Hampshire University Seminar

SNHU 100 PRO Seminar

(3 credits)

This course is for continuing education students who are re-entering the educational system. Topics covered in this seminar include self-knowledge, establishing personal goals, developing effective study skills, developing research skills and practicing communication skills. Offered only in the Division of Continuing Education. Offered as needed.

Sport Management

SPT 111 Sport Management I

(3 credits)

This introductory course emphasizes the management principles related to the business of sports. It includes personnel, programs, marketing, media, financial management and an overview of career possibilities in this growing field. Offered every fall semester.

SPT 114 /SOC 333 Sport and Society

(3 credits)

This course examines the major issues and controversies of sport in society. Students will develop an appreciation of the ways sport in society contributes to analyzing and understanding human behavior in sports contexts. Students will be encouraged to ask questions and think critically about sports as part of social life. Offered every spring semester.

SPT 207 Law and Sport Management (3 credits)

This course presents the legal issues that are specific to the management of sport programs at the professional, college and community levels. Prerequisites: ADB 206 and SPT 111. Offered every semester.

SPT 208 Sport Marketing (3 credits)

Students study current sports marketing problems and apply marketing techniques to develop an effective sports marketing plan. Prerequisite: MKT 113. Offered every semester. Writing Intensive Course.

SPT 319 Sport Sales and Public Relations

(3 credits)

This course provides a cross-disciplinary approach to a variety of marketing, sales and public relations issues that confront sport managers. Prerequisites: ENG 121 and SPT 208. Offered every semester.

SPT 321 Fitness Management (3 credits)

This course will provide specific information about personal fitness. Topics include the purchase and use of fitness equipment and staffing and management concerns for club, corporate and collegiate settings. Prerequisite: SPT 111 or permission of the instructor. A \$25 lab fee is required to cover CPR certification. Offered every semester.

SPT 323 Golf Management (3 credits)

Golf Management will prepare students for a career in one of the most rapidly growing industries in the United States. Golf and business are intertwined. Golf is a business comprised of equipment, apparel, golf courses, travel, real estate development and many other aspects. The combination of classroom instruction, outside speakers and on-site visits will prepare a student to enter this growing field. Prerequisite: junior or senior standing or permission of the instructor. Offered as needed.

SPT 364 /HTM 364 Private Club Management

This course is an exploration of the world of private clubs, club leadership and the administration of private club operations. Topics covered include club organization, service excellence and quality management, strategic management, marketing clubs, human resource management, financial management, food and beverage operations, golf operations and recreational operations. Prerequisite: junior or senior standing. Offered as needed.

SPT 401 Sport Facilities Management

(3 credits)

The elements of managing sport facilities, including arenas, stadiums and athletic complexes, form the content of this course. Prerequisite: SPT 319 or permission of the instructor. Offered every semester.

SPT 402 Sport Revenue (3 credits)

This course provides students with a comprehensive understanding of the many traditional and innovative revenue acquisition methods available to sport organizations. Students will be exposed to conventional income sources, including tax support, ticket sales, concessions and fund raising, and will examine more recent innovations related to licensing sport products, media sales and corporate sponsorship. Prerequisite: SPT 319 or permission of the instructor. Offered as needed.

SPT 461 Seminar in Sport Management

(3 credits)

This course serves as the capstone course for the sport management concentration and major. Students will apply the knowledge and skills obtained from allied business courses and concentration courses in order to solve problems that a sport manager is likely to encounter. Prerequisites: SPT 319 and SPT 321. Sport management or business studies/sport management concentration majors only. Offered every semester. Writing Intensive Course.

SPT 491B Sport Management Cooperative Education (6 credits)**SPT 491C Sport Management Cooperative Education** (12 credits)

This closely supervised on-the-job training combines classroom theory with business experience. Students spend one semester working in an environment where sport management principles and practices can be learned firsthand. Prerequisites: consent of the program coordinator/department chair and the Career Development Center. Offered as needed.

Culinary**TCI 101 Introduction to Culinary Arts**

(1.5 credits)

This course introduces students to cuisine and the food service industry by reviewing the historical development and cultural impact of food, wine and dining throughout the ages. Students in this course will develop an understanding of the current role of gastronomy and build their industry vocabulary. Offered as needed.

TCI 109 /HTM 109 Food Purchasing (3 credits)

This course uses student research, lectures and guest speakers to examine the various grades, types and varieties of fresh and processed fruits, vegetables, meats, fish, shellfish, poultry, dairy products and various sundry items, and the methodology of purchasing food in large quantities. This course integrates student research with applied learning activities conducted through the Hospitality Center receiving department and Hospitality Center special events. Students will acquire in-depth knowledge of centralized procurement, writing specifications, product identification, packaging and pricing. Prerequisite: HTM 116 or TCI 116. Offered every year.

TCI 110 Culinary Skills and Procedures (3 credits)

This is a foundation course for students embarking on culinary careers. It emphasizes basic cooking techniques, culinary terminology and the proper uses of culinary tools. A typical class consists of a classroom lecture and demonstration of food preparation by the instructor followed by hands-on food production by the students. Goals of the course include learning the importance of detailed organization, or "Mise en Place;" correct cooking procedures; and appropriate attitudes towards the culinary profession as developed by the culinary program and the American Culinary Federation. Offered as needed.

TCI 111 Food Production (3 credits)

Food Production continues TCI 110 with lectures and demonstrations to strengthen students' backgrounds and knowledge of cooking techniques and their application to a variety of products. Sauce production and meat fabrication will be studied in more detail. Students also produce multi-course American menus. Appropriate readings and written assignments are included. Prerequisite: TCI 110 or permission of the instructor. Offered as needed.

TCI 113 Bakeshop I: Breads and Desserts
(3 credits)

This course defines basic baking terminology, ingredients and methods. Techniques discussed in each class session are applied to the actual production of baked items, including yeast breads, puff pastry, Danish dough, quick breads, éclair paste, tarts and pies. Students will be asked to analyze the components of each baked good and will learn how to evaluate the finished product. Proper sanitation and safety techniques in the bakery will be emphasized. Offered as needed.

TCI 114 Bakeshop II: Advanced Baking (3 credits)

This course is a continuation of TCI 113. A lecture and lab format is used to introduce students to techniques used in the production of chiffon, Bavarian creams, mousses, pastry cream and other fillings, phyllo dough products, cakes and icings. Basic cake decorating techniques also are introduced. Prerequisite: TCI 113. Offered as needed.

TCI 116 Sanitation (1.5 credits)

This course examines the fundamentals of food service sanitation and the techniques of proper sanitation, safety and first aid. Students become familiar with federal and state food service sanitation requirements. Topics studied include the consequences of poor sanitation, purchasing and receiving safe food, storing food safely, cross-contamination, harmful pathogens, pest management, employee sanitation training and food service equipment cleaning. Offered as needed.

TCI 121 Culinary Mathematics (1.5 credits)

This course reviews the fundamental computation skills required for accurate food service preparation, operation and management. Topics covered include operations with whole numbers, fractions, decimals, percents, weights and measures, recipe conversion, menu pricing, inventories and food costs. Offered once a year.

TCI 124 Culinary French (1.5 credits)

This course is a basic introduction to French language and culture as it relates to cuisine. This course focuses on culinary terminology and the correct pronunciation of various culinary tools, techniques and menu items. Offered once a year.

TCI 150 Holiday Baking (1.5 credits)

The holiday baking course is designed for the non-professional baking enthusiast and concentrates on the traditional and nontraditional baking of holiday bread and desserts. The course explores basic decorating techniques and enhances creative flair for displaying holiday favorites. Offered as needed.

TCI 201 Culinary Competition (1.5 credits)

All students in the Culinary Competition course must enter and prepare food for the Category E/2: Hot Food Displayed Cold at the New Hampshire Lodging and Restaurant Culinary Classic. Students may also elect to enter Category K: Student Contemporary Hot Food as an additional category. Culinary competitions allow students a chance to refine and demonstrate their skills, explore their creative cooking talents and achieve recognition. A desire to compete and be receptive to detailed critiques from the instructor and classmates and an ambition to refine culinary fundamentals is critical for success in this course. A minimum of eight hours outside of class will be required the week of the competition. Prerequisites: TCI 111 and ACF membership by starting date of the course and permission of the instructor. Offered as needed.

TCI 205 The Media of Culinary Artistry
(1.5 credits)

This class will explore the various forms of media and their impact on the industry throughout history, focusing on press, radio, film and software applications. Prerequisite: TCI 111 or permission of the instructor. Offered as needed.

TCI 208 New American Cuisine (1.5 credits)

This course is designed for students to gain knowledge of the properties of the new American cuisine and to create lighter, healthier foods for consumption and home preparation. Prerequisite: TCI 111. Offered as needed.

TCI 211 Food Production II (3 credits)

Students will strengthen their cooking skills and techniques by producing food to be served in the public restaurant and banquet facilities. Students will rotate through each station of the kitchen, practicing the skills and techniques learned in TCI 110 and TCI 111. In addition to the strongly emphasizing classical cooking techniques, the course will provide students with production experience in breakfast cookery, salads and dressings, hot and cold hors d'oeuvres, canapés, sandwiches, cheeses and a la carte desserts. The development of production techniques, timing and organizational skills are emphasized. Prerequisite: TCI 111. Offered as needed.

TCI 217 Classical Cuisine (3 credits)

Students prepare products using classic recipes from specific regions in France. They learn the cooking techniques that have been proven over time and how regional influences have helped shape the foods indigenous to French cooking. Food is prepared in this class for a la carte service in the public dining room of the Hospitality Center. Prerequisites: TCI 111 and TCI 124. Offered as needed.

TCI 218 International Cuisine and Service

(3 credits)

In this production class, students prepare the cuisine of six different nationalities. Middle Eastern, Latin, Bavarian, Italian, Chinese and Asian cuisines are practiced and a set menu is provided for service in the culinary dining room. All facets of a country's cuisine, from appetizers through desserts, are studied. Prerequisites: TCI 111 and TCI 217. Offered as needed.

TCI 220 Garde Manger I (1.5 credits)

The presentation of this course is as diverse as the industry's position of garde manger. Students are introduced to the food show competition in hot and cold food disciplines through in-house competitions that emphasize the development of their eyes for quality and aesthetics. Basic ice carving, buffet layout and design with extensive cold food work, including chaud froid and aspic, are taught. Prerequisite: TCI 111. Offered as needed.

TCI 222 Contemporary Sauces (1.5 credits)

This course is based on the broad spectrum of sauce making. The students will study why and how different sauces are created and the building stages necessary to preparing them. Students will have extensive practical experience in making stocks. Classical French sauces will be reviewed and the "mother sauces" will be used to prepare classic as well as contemporary interpretations. The specific function or purpose of sauces and the pairing of sauces with different foods will be emphasized throughout the course. Prerequisite: TCI 111 or permission of the instructor. Offered as needed.

TCI 226 Cooperative Education Seminar

(1.5 credits)

This seminar prepares students for full participation in their cooperative education experiences. Students explore the relationship of each of the social sciences (anthropology, history, sociology, political science and psychology) to the workplace. Students are assisted in finding a cooperative education experience best suited to their individual needs and career aspirations. Requirements for receiving academic credits for the cooperative education experience are set forth in this course. Prerequisite: TCI 243 or permission of the instructor. Offered once a year.

TCI 228 French and La Cuisine (3 credits)

This French course is an introduction to French people, French culture and the French language as they connect to culinary purposes. It will train students and faculty members in the proper French used in everyday life. Prerequisite: TCI 124 or permission of the instructor. Offered as needed.

TCI 229 Spa Cuisine (1.5 credits)

This course is designed to build greater awareness and understanding of today's health-conscious and educated food service patron. It addresses the marriage of nutrition and the imaginative, flavorful cuisine demanded by today's consumers. The course emphasizes the use of fresh produce, lean meats and alternative methods of flavoring. Creativity and nutrient density of foods served are very important components of menu design in this course. The major emphasis of the course is on the preparation, marketing, merchandising and selling of healthy menus. Offered as needed.

TCI 230 Retail Baking (3 credits)

This lab and service course provides students with the opportunity to produce and merchandise bakery products for sale to the public. Students will research, develop and produce products to augment the basic menu of the public coffee and pastry shop. Prerequisite: TCI 114. Offered as needed.

TCI 233 Bakeshop III - Classical Baking

(3 credits)

Students in this course will expand on the baking knowledge they attained in the previous two courses. Students will become more proficient in baking techniques through lectures, demonstrations and participation in baking labs. More emphasis is placed on classical terms, desserts, terminology, equipment and techniques. Particular emphasis is given to decorative projects. Prerequisite: TCI 114. Offered once a year.

TCI 235 Regional Cuisine (3 credits)

This course explores the historical implications of the development of regional American cuisines and their effects. Diverse ethnic backgrounds and regional availability and their roles in the development of truly American dishes are explored. Students will assemble and produce menus that encompass cuisine from a region's earliest beginnings to a variety of food that is prepared today. Prerequisite: TCI 111. Offered once a year.

TCI 237 Menu and Facilities Planning (3 credits)

Since a menu is the focal point of any food service operation, proper menu planning is vital for success. This class is structured to give students a firm working knowledge of menu-writing techniques. Color, layout, design and merchandising tools as they pertain to different establishments are discussed. Students participate in actual menu design and facilities layout for a food service establishment based on specifications developed as part of a class project. Prerequisite: TCI 256 or permission of the instructor. Offered once a year.

TCI 240 Bakeshop IV - Advanced Pastry

(3 credits)

This practical lab course introduces students with an interest in baking to more advanced mediums used for decorative pastry items. Each class session begins with a discussion of a specific medium and the scientific principles governing its manipulation. Students are presented with a basic recipe and technique and are given lab time to develop their skills with each medium. Ways to incorporate the item of the day into a more elaborate showpiece also are taught. Prerequisite: TCI 114 or permission of the instructor. Offered as needed.

TCI 243 Principles of Table Service (1.5 credits)

This course explores the historic and practical features of French, American, Russian, English and buffet-style table service. Emphasis is placed on restaurant and banquet presentation, supervision and operation. Traditional skills concerning the pairing of food and wine, beverage service and liability and tableside cooking are covered. Offered as needed.

TCI 245 Catering (1.5 credits)

This elective course emphasizes the many considerations involved in establishing a social catering business. Lectures will focus on culinary and business skills, licensing and insurance requirements, developing a marketing plan, making menus, pricing, contracting catered affairs and creating a memorable event. Although primarily a lecture course, catering students will be involved in the contracting, preparation and service of at least one catered affair during the semester. Lab time outside of the lectures will be required for fulfillment of catering jobs. Prerequisite: TCI 111 or permission of the instructor. Offered as needed.

TCI 247 Service Practicum I (1.5 credits)

Students will practice a variety of service styles, guest relations, order taking, cash handling and presentation skills in the public restaurant and banquet facilities. Service periods may include weeknights and Saturdays. Prerequisite: TCI 243. Offered as needed.

TCI 248 Bakery Management (1.5 credits)

This lecture and lab course will explore the challenges of retail bakery operations. Students will participate in advanced customer service, product merchandising and supervisory duties as they relate to the operation of the public coffee and pastry shop. Prerequisite: TCI 230. Offered as needed.

TCI 250 Principles of Supervision (1.5 credits)

This course will focus on the basic principles of supervising a food service operation. Management theories will be explored in the context of a changing service industry. Hiring, training, motivating, directing, delegating and solving problems as a chef-manager will be emphasized. Offered as needed.

TCI 252 Service Practicum II

(1.5 credits)

Students will practice a variety of service styles and participate in advanced service and supervisory duties as they relate to the operation of the public restaurant and banquet facilities. Service periods may include weeknights and Saturdays. Prerequisite: TCI 243. Offered as needed.

TCI 256 Food and Beverage Cost Control

(3 credits)

This course reviews the computational arithmetic skills required for accurate food service preparation, operations and management. The methods used to solve mathematical problems that relate to food service operations are stressed. Topics covered include operations with whole numbers, fractions, decimals, percents, weights and measures, recipe conversions, menu pricing, food costs, inventories, break-even analyses and financial statements. Use of a calculator is stressed. Prerequisite: TCI 121. Offered once a year.

TCI 260 Garde Manger II (1.5 credits)

This course will expand upon the areas covered in TCI 220 Garde Manger I and introduce students to new fields of classical garde manger. The expanded areas will include buffets and banquets and hors d'oeuvre and canapés. Students will be introduced to new fields in charcuterie; brines, cures, marinades and smoked foods; edible and non-edible centerpieces and food show competitions. This is a lab course and the areas of garde manger will be practiced each week. Each session will begin with a class discussion of the day's topic followed by a demonstration by the instructor. The students will then work on projects based on the discussion and demonstration. Required outside study will include French and English terminology associated with Garde Manger II and readings in the textbook. Quizzes will be given throughout the course, which also includes midterm and final examinations. Prerequisite: TCI 220. Offered as needed.

TCI 267 Nutritional Cooking

(3 credits)

Through this course, the student will develop knowledge toward a cohesive concept of health. Because the majority of all diseases and illnesses is directly related to lifestyle, emphasis is on day-to-day living and the individual's responsibility to and for himself or herself. Contemporary nutritional theories are applied in the production lab, where students practice various dietary menus. Prerequisite: TCI 111. Offered once a year.

TCI 278 International Baking I (1.5 credits)

Students will research and learn about the different desserts and baking styles that have evolved in different regions of the world. The chef will lecture about and demonstrate different international products and techniques and their uses in Spanish, Latin American, British, Scandinavian, Polish and Middle Eastern cuisines. Prerequisite: TCI 114. Offered as needed.

TCI 279 International Baking II (1.5 credits)

Students will research and learn about the different desserts and baking styles that have evolved and developed in different regions of the world. The chef will lecture about and demonstrate different international products and techniques and their uses in Austrian, German, Russian, Hungarian, Far Eastern, French and Italian cuisines. Prerequisite: TCI 114. Offered as needed.

TCI 390A Culinary Cooperative Education

(3 credits)

This is a guided cooperative education experience for integrating study and experience. Students are contracted to maintain employment for a minimum of 240 hours over a predetermined length of time with specified starting and ending dates (usually a three- to four-month summer season) working at an approved food service operation. Open to culinary arts students only. Prerequisites: TCI 111, TCI 114, TCI 116 and TCI 226 or permission of the instructor and consent of the school dean. Offered every year.

TCI 480 Independent Study (3 credits)

This course allows a student to independently study a subject not included in the curriculum or one that is in the curriculum but not offered. Prerequisites: permission of the instructor, the culinary arts department chair and the school dean. Offered every year.

Academic Standards and Regulations

Grades and Grading

Privacy of Student Records

The policy and procedures concerning the privacy of student records maintained by Southern New Hampshire University are in large measure governed by the Federal Family Education Rights and Privacy Act. The university's policy and procedures regarding this subject are posted by the Registrar's Office.

Except when requested by a student or required by federal or state regulations, an educational record will not include information concerning race, religion, nationality, political or social views or memberships in organizations. Directory information (name, address, telephone number, major, etc.) may be released or published without a student's consent unless the student notifies the university that this information is not to be released.

Only members of the university staff with a need to know, certain federal or state agencies and other education agencies completing surveys and studies for the university will ordinarily have access to a student's record without the written consent of the student concerned. One exception provides that parents have the right to view and to have copies of their child's educational record without their child's consent, provided that the child is dependent upon the parents for federal income tax purposes.

A student has the right to waive his or her right of access concerning recommendations from personnel at his or her former school and from others regarding admission to the university and recommendations for employment on file with the university and recommendations for some honor or honor society. The university may not require a student to waive this right nor may the student's status at the university depend upon his or her waiving this right.

Grades

Students have the privilege of receiving their course grade averages prior to final exams and discussing their grades with their instructors. To do this, a student must request an appointment with the instructor at least two weeks prior to the first day of final exams. Grades will not be released over the telephone or over fax lines.

Grade Changes

Instructors are responsible for all grade changes. Concerns about incompletes, make-ups and grades should be directed to them.

Grading System

In determining grades at the university, the following grade system is used:

Grade		Quality Points (per credit hour)
A		4.00
A-	Excellent	3.67
B+		3.33
B	Good	3.00
B-		2.67
C+		2.33
C	Average	2.00
C-		1.67
D+		1.33
D	Passing	1.00
F	Fail	0.00
IF	Incomplete/Fail	0.00
N	No grade received from instructor	0.00
I	Incomplete	
S	Satisfactory	
U	Unsatisfactory	
CR	Credit	
AU	Audit	
W	Withdraw	
WP	Withdraw Passing	
WF	Withdraw Failing	
T	Transfer Credit	
X	Course in Progress	

The grade-point average (GPA) is determined by dividing the sum of the quality points (QP) by the sum of the attempted credit hours (CR). An example of a student's grades and grade-point average is as follows:

ENG 102	3 Credits x A(4) =	12 QP
FEX 100	3 Credits x B(3) =	9 QP
MAT 120	3 Credits x C(2) =	6 QP
PSY 108	3 Credits x D(1) =	3 QP
CIS 100	<u>3 Credits x F(0)</u> =	<u>0 QP</u>
	15	30 QP

30 QP divided by 15 CR = 2.00 GPA

Incompletes

Faculty may give a student a grade of incomplete ("I") in a course. Six weeks into the following semester, the incomplete automatically becomes a grade of "IF" if work has not been completed.

Audit

Any student wishing to audit a course must sign up for that course as an audit prior to the end of the add/drop period. Once the add/drop period has passed, no student may change any of his or her courses to an audit status. Students are to use the add/drop form to establish the intent to audit a course.

Scholastic Standing

A student will be deemed to be making satisfactory progress either by specific action of the Scholastic Standing Committee or when on schedule to complete his or her:

- Baccalaureate Degree:
- within four years if full time
 - within six years if 3/4 time
 - within eight years if half time
- Associate Degree:
- within two years if full time
 - within three years if 3/4 time
 - within four years if half time

A student in good standing is defined by SNHU as a student who has a total grade-point average of 2.0 or better or who has been approved for matriculation by the Scholastic Standing Committee. Students receiving financial assistance are required to complete at least 75 percent of all credits attempted at SNHU and must maintain at least a 2.0 cumulative grade-point average.

Academic Review/Scholastic Warning

At the end of each semester and at any other time, the records of all students may be reviewed by the Scholastic Standing Committee. A student whose cumulative grade-point average (GPA) is less than 2.0 will be placed on scholastic warning. Students on scholastic warning are subject to dismissal by the Scholastic Standing Committee. The deans and the vice president for student affairs will be responsible for working with students having academic difficulties.

Courses taken at other universities during the period in which a student is academically dismissed will normally not be considered for transfer if a student is later readmitted. Questions concerning this regulation should be referred to the registrar.

Repeating Courses

Students may repeat courses for credit. Students who fail courses will want or need to repeat the same courses at Southern New Hampshire University. In such instances, the first course grade will not be computed into the total grade-point average (GPA); instead, the most recent course grade will be used. All prior grades will appear on students' transcripts.

Transcript Request

Except as provided by the Federal Family Education Rights and Privacy Act and in instances in which a student consents to release his or her transcript to another party, the Registrar's Office will not furnish a transcript to any person other than to the person identified by name on the transcript.

Transcripts will not be furnished to students or former students whose financial obligations to the university have not been satisfied. Transcript requests may be processed at the Registrar's Office or by mail.

There is a charge of \$5 per transcript that must accompany the request.

Policies

Academic Honesty

Southern New Hampshire University requires all students to adhere to high standards of integrity in their academic work. The university will not condone such activities as plagiarism and cheating. Students involved in such activities are subject to serious disciplinary action. This may include being failed by the instructor, academic suspension or expulsion from the university.

Plagiarism is defined as the use, whether by paraphrase or direct quotation, of the published or unpublished work of another without full and clear acknowledgment. For examples of how to correctly document sources, refer to Robert C. Craven's "Documenting Sources" at the Guides link on the Shapiro Library Web page at www.snhu.edu.

Cheating includes giving or receiving unauthorized assistance on quizzes, examinations or written assignments from any source not approved by the instructor. Examples of cheating include but are not limited to:

- Submitting someone else's work as your own with or without the permission of the individual.
- Allowing someone to copy your work.
- Using a writing service or having someone else write a paper for you.
- Using someone else's work without proper citation.
- Submitting collaborative and/or group work as your own.
- Stealing an exam from an instructor or an instructor's office.
- Sharing exam information, including a copy of the exam, with another student who has not taken the exam.
- Taking a course and/or exam for another student.
- Using unauthorized materials during a test or exam.

It is a student's responsibility to seek clarification from an instructor if the student has questions about what constitutes cheating. For a full definition of academic dishonesty, please refer to the appropriate sections in this catalog, the graduate catalog or the CE Bulletin.

The instructor, who has the full authority to assign an "F" grade for that assignment or course after a discussion of the incident with the student, will handle initial violations of academic honesty. A report of the incident and its disposition will be sent to the dean of the school that offers the course. The dean will review the incident and forward the report to the Registrar's Office for placement in the student's personal file. A student who is dissatisfied with the instructor's decision may appeal to the dean. The dean will investigate the incident and make a decision within five days of the student's appeal. A student also has the right to appeal the dean's decision to the vice president for Academic Affairs. The vice president will make a final decision regarding the incident within 10 days of the appeal. Any additional violations of the Academic Honesty Policy reported to a dean will be forwarded to the vice president for Academic Affairs for action. A second offense will normally result in suspension from the university

for at least one term or semester. A third offense will also be referred to the appropriate Scholastic Standing Committee and will normally result in permanent expulsion from the university.

Attendance

The major responsibility for education belongs to the student. An assumption of responsibility is at the center of learning and accomplishment. Each student is expected to arrange a class schedule in such a way that conflicting employment or personal activities are held to a minimum.

Attendance is required in all courses. Excessive absences may result in failure or dismissal. More than three absences may be considered excessive.

Each student is responsible for all assignments and class work regardless of attendance requirements. Faculty office hours have been established to provide extra class assistance for students. These faculty office hours are not intended to make up missed class time.

Holy Day Policy

Southern New Hampshire University recognizes the important role that religious holy days can play in the lives of its students. Observance of religious holy days may require students to miss classes. Such absence, when preceded by proper notification of teachers, will not carry any penalty or sanction. Students are expected to make alternate arrangements with their teachers regarding scheduled tests, assignments due or other course work and activity. Teachers are expected to be supportive of and sensitive to individual religious practices by being willing to work out alternatives to scheduled course work. In all instances, however, excused absence does not mean excused from meeting course standards and expectations. Should a dispute occur, the usual appeal process will be followed: the program coordinator/department chair, the school dean and finally, the vice president for Academic Affairs.

Personal Computer Software

Southern New Hampshire University licenses the use of computer software from a variety of outside companies. Southern New Hampshire University does not own this software or its related documentation and, unless authorized by the software developer, does not have the right to reproduce it.

Southern New Hampshire University students learning of any misuse of software or related documentation within the university shall notify Southern New Hampshire University's Department of Computing Resources.

According to the U.S. Copyright Law, persons involved in the illegal reproduction of software can be subject to civil damages of as much as \$50,000 and criminal penalties, including fines and imprisonment. Southern New Hampshire University does not condone the illegal duplication of software. Southern New Hampshire University students who make, acquire or use unauthorized copies of computer software shall be disciplined as appropriate under the circumstances. Such discipline may include dismissal from the university.

Southern New Hampshire University Network Acceptable Use Policy

Southern New Hampshire University encourages the use and application of information technologies to support research, instruction and student needs. Users of Southern New Hampshire University equipment, software and computer accounts are expected to follow acceptable standards of ethics and conduct in their use of computing resources. All Southern New Hampshire University faculty, students and staff should be aware of the following acceptable use policy requirements, which augment the existing Narnet and NSF acceptable use policies.

Definition: The Southern New Hampshire University network (SNHUnet) includes all computer and communication hardware, software and accounts owned by Southern New Hampshire University.

1. Every computer account issued by Southern New Hampshire University remains the property of Southern New Hampshire University. The person to whom the account is issued is responsible for the account and its use. This responsibility continues until the person is no longer a student or employee of Southern New Hampshire University, at which time all rights and responsibilities regarding the account are terminated. The individual must keep the account secure by keeping the password secret, by changing the password often and by reporting to the Department of Computing Resources when anyone else is using the account without permission. Using another person's account or allowing someone else to use an account makes both parties potentially liable to disciplinary action.
2. The use of SNHU net is prohibited for:
 - illegal purposes.
 - transmitting threatening, obscene or harassing materials.
 - interfering with or disrupting network users, services or equipment (disruptions include, but are not limited to, distribution of unsolicited advertising, propagation of computer viruses and using the network to make unauthorized entry to any other computers accessible via the network)
 - profit-making from the selling of services and/or the sale of network access.
 - excessive private or personal business.
3. The following activities are specifically prohibited:
 - tampering with Southern New Hampshire University-owned computer or communication hardware and software.
 - defining and/or changing IP addresses on any machine.
 - intercepting or attempting to intercept e-mail and file transfers.
 - originating or attempting to originate mail from someone else.
 - attempting to log on to computers without an account (other than using guest or anonymous accounts).

4. Data within computer accounts issued by Southern New Hampshire University are private. Access to data within computer accounts issued by Southern New Hampshire University without written permission of the owner is prohibited. However, if there is probable cause to believe such data files or programs contain information relevant to a Southern New Hampshire University business requirement or legal proceeding, a person other than the authorized user may examine such data files or programs. Permission for such access would be granted by Southern New Hampshire University's vice president of Operations. Access to accounts and/or data by the Department of Computing Resources for routine computer systems maintenance work is permitted.
5. Backup copies of all data in Southern New Hampshire University computer accounts are made routinely to protect against loss of data. No exceptions can be granted.
6. Requests to waive some policies will be reviewed by the director of the Department of Computing Resources on an individual basis. Under no circumstances will a waiver be granted that violates state, local or other laws.
7. Confirmed misuse of Southern New Hampshire University's computing resources may result in one or more of the following punitive measures:
 - loss of access to computer resources.
 - required repayment of funds expended in unauthorized use.
 - expulsion from the university.
 - termination of employment.
 - legal action.

The prohibited uses as defined above may also violate state and federal law, thus criminal penalties may also apply.

Class Cancellations

Class cancellations will be announced in person at the classroom by either a faculty or staff member of the university or posted on official forms issued by the school's dean's office. When in doubt as to whether a class has been cancelled, students should check with the school secretary. Unofficial cancellation notices attached to doors or information posted on blackboards should be disregarded.

Add and Drop

Students who wish to change their schedules must do so during the add/drop period beginning with registration and ending at the end of the fifth class day. Students must have a valid SNHU ID to participate in the add/drop process. Forms are obtained from Student Administrative Services and the academic advising office. The change is official when the form is signed by the student's advisor and each instructor involved and processed by the Registrar's Office. Students who miss the first two sessions of a class may be dropped by that instructor without prior notice.

Nonattendance in class does not constitute a drop or a withdrawal. An instructor, however, may drop students who miss the first two sessions of the class. The Registrar's Office is notified of students dropped by an instructor. Unless students are dropped by an instructor or officially drop or withdraw from a class, they must receive a grade; nonattendance results in a failing grade.

Advance Pre-registration

Students will register in advance for courses for subsequent semesters on dates published by the Office of the Registrar.

Amendment of Degree Requirements

The courses required for a specific degree are in the university catalog and are listed on students' worksheets. Any change in program course requirements must be approved by the student's program coordinator/department chair and school dean. A form for this purpose may be obtained from SAS. The completed and approved form must be received by the Office of the Registrar before the change will become effective.

Any change in the B.A./B.S. Core course requirements must be approved by the dean of the School of Liberal Arts.

Change of Major

Students who want to change their majors must obtain the appropriate form from SAS. The completed and approved form must be received by the Registrar's Office before the change will become effective.

When students change from an associate degree program to a bachelor's degree program, the courses he or she has completed will be deemed as part of the bachelor's degree program.

Worksheets

Each student's progress is tracked on a worksheet. This document shows the degree requirements for the major according to the year the student entered or changed majors. All the courses listed must be completed to qualify for a degree. Students should follow the course sequence on their worksheets.

Independent Study

A Southern New Hampshire University student may take an independent study course in any subject area.

Conditions:

- The course content is not offered in any regularly scheduled Southern New Hampshire University course.
- A full-time Southern New Hampshire University faculty member in the department of the course subject area agrees to supervise the student and grade the student's work, or a Southern New Hampshire University adjunct instructor, approved by the appropriate program coordinator/department chair and the school dean, agrees to supervise the student and grade the student's work.
- All independent study courses will be at the 400 level.
- An independent study course has a value of no more than three credits.
- The study is approved by the student's advisor, program coordinator and the school dean.

Course-By-Arrangement

Course-by-arrangement is a Southern New Hampshire University course appearing in the university catalog and required in the student's academic program of study, yet extraordinary circumstances prevent the student from enrolling in the course when it is normally offered. Course-by-arrangement is available to Southern New Hampshire University undergraduates, in both the day and continuing education divisions, who are unable to obtain a required course during the normal registration and scheduling process.

Continuing education students must review the master course schedules of area centers to verify that the required course is not being offered.

Students must identify a Southern New Hampshire University full-time or adjunct faculty member consenting to teach and grade the work. The faculty member must be approved to teach the requested course.

Course-by-arrangement applications require:

- a letter of extenuating circumstance justifying the offering of a course-by-arrangement.
- a regular, weekly meeting schedule be established to ensure proper supervision of the student's progress in the course.
- a syllabus stating course objectives and evaluation process.
- a defined time frame (semester, terms).

Credit for Prior Learning Through Portfolio Assessment

Students must have been accepted into an undergraduate Southern New Hampshire University associate or bachelor's degree program. Students must have earned a minimum of nine credits at Southern New Hampshire University to be eligible to present a portfolio for review. Students must request a portfolio review prior to earning their final 18 credits at Southern New Hampshire University. This applies to students in associate and bachelor's degree programs.

Portfolio reviews will be accepted only for courses that are part of Southern New Hampshire University's curriculum. Awarded credit may be applied to core, major or elective course requirements. All course prerequisites must be met prior to presenting the portfolio. A full-time Southern New Hampshire University instructor must be involved in reviewing the portfolio. A maximum of nine credits can be earned by way of portfolio review for an associate degree program. A maximum of 15 credits can be earned for a bachelor's degree program.

Students applying for a portfolio review must attend a series of Portfolio Workshops designed to:

- help them recognize the learning they have gained through noncurricular methods and settings.
- help them recognize how this learning fits into their chosen degree programs.
- help them recognize learning outcomes, competencies and course equivalents.
- help them gather and organize appropriate materials in a presentable portfolio.

Students applying for a portfolio review must complete the process within one year from the initial date of application. Students submitting a portfolio for review will be graded on a pass/fail basis.

Awarding of Credit by Examination

Southern New Hampshire University accepts the results of nationally accredited testing programs or institutionally developed examinations to satisfy the prerequisites of certain courses or degree requirements. Before deciding on a testing program, the student should review his or her worksheet with an advisor, center director or the registrar to determine if testing is a practical alternative.

Standardized Testing Programs

The university accepts for credit test results from the College Level Equivalency Program (CLEP), the Proficiency Examination Program (PEP), the Defense Activity for Non-Traditional Education Support (DANTES) and high school Advanced Placement (AP) tests. The Registrar's Office can provide information on minimum scores required.

Institutional Examinations

If students believe their experience and backgrounds have prepared them to meet the requirements of certain 100- and 200-level courses, they can challenge the courses through an institutional examination. Students should consult the registrar as to which courses may be challenged. Before challenging a course, students should obtain an application form from, and consult with, an academic advisor, a center director or the registrar. If, after this initial consultation, students feel capable of passing an institutional examination, an appointment will be made by the registrar for the student to meet with the appropriate departmental representative. The nonrefundable fee of \$100 will be assessed before sitting for the examination.

Institutional examinations will be held during the months of January, April and September only. The examination results are evaluated by the appropriate academic department and the course is listed on the student's transcript for each successful challenge. An institutional examination may be taken only once.

- Students must have earned a minimum of nine credits at SNHU to be eligible for institutional exams. This applies to bachelor's and associate degree candidates.
- Students must attempt institutional exams prior to their final 24 credits at SNHU. This applies to bachelor's and associate degree candidates.
- For certificate programs, the window of opportunity to take institutional exams will be after three credits and prior to the final six.
- Each school will establish which courses in its program are eligible for institutional exams. However, the selection of eligible courses will be restricted to 100- and 200-level courses.
- A maximum of 15 credits may be earned by way of institutional exams. This applies to bachelor's and associate degree candidates. For certificate programs, the maximum will be not more than one half of the total credits for the program.

- Students may attempt each exam only once.
- Students who are successful will receive a grade of “S” on their transcript.

Awarding of Credit for Courses Taken in Other Postsecondary Settings

Southern New Hampshire University awards credit for some formal course work taken in non-accredited, postsecondary educational settings. These settings include postsecondary vocational and technical training, in-service training courses in the workplace, military service training programs and career-related workshops and seminars.

In many cases, this type of training has been evaluated by the American Council on Education (ACE) and criteria for awarding university credit is available in the various ACE guides in the Registrar’s Office. Where there is no ACE criteria, Southern New Hampshire University may have to conduct an independent review of the training for the purpose of granting transfer credit.

Students wishing to have their non-accredited, postsecondary course work evaluated should submit a letter requesting this evaluation, along with official transcripts or some original form of verification of successful completion of these courses, to the university registrar. Students will be notified by the registrar if the experience warrants credit and, if so, the number of credits awarded and the requirements they satisfy.

Transfer Credits

Students who wish to take courses at other colleges or universities and transfer the credits to Southern New Hampshire University must receive approval from the registrar prior to enrolling at the other institutions. It will be necessary to furnish descriptions of the courses prior to taking them. After completing the course, the student must arrange to have an official transcript of the course grade sent to the Registrar’s Office. Failure to obtain prior approval to take a course at another institution may lead to Southern New Hampshire University not granting transfer credit for that course. Only courses in which the student received a grade of “C-” (with a 2.0 average for all courses transferred from the same institution) or better will be accepted as transfer credit. The grade-point average of a course taken at another institution is not computed as part of the student’s Southern New Hampshire University grade-point average.

Academic Complaint

If a student has a complaint about an instructor or course, the student should speak first to the instructor. Continuing education students should then speak to the center director. If the student is not satisfied or cannot resolve the issue at that level, then he or she should speak to the program coordinator/department chair. If the student is still not satisfied, then he or she should speak to the school dean (day students) or the executive director of Continuing Education.

If the student wishes to pursue the matter further, he or she should speak to the vice president for Academic Affairs, who will review the matter and make a final decision.

Withdrawal from Class

Students may withdraw from courses at any time during the first eight weeks of the semester with the course grade of “W.” The completed withdrawal form must contain the signatures of the instructor, the student and the student’s advisor. Merely ceasing to attend classes does not constitute an official withdrawal either academically or financially. Withdrawal forms may be obtained from Student Administrative Services.

Withdrawals after the eighth week will only be allowed when:

- withdrawal is student-initiated for conditions beyond the student’s control (e.g. illness documented by a physician’s letter). The course grade under these conditions will be “W.” Documentation must be provided by the student and approved by the appropriate school dean.
- withdrawal is instructor-initiated due to unusual circumstances, not as a method to prevent low grades. The course grade under these circumstances will be “WP” (withdraw passing) or “WF” (withdraw failing). Instructor-initiated withdrawals must be approved by the school dean. The student’s advisor will be notified.

In all cases, the date of withdrawal is the date the completed form is received by the Registrar’s Office. Withdrawal from class does not reduce account charges. Withdrawal disputes must be submitted in writing within 30 days after the end of the semester during which the student withdrew.

Withdrawal from Southern New Hampshire University

Students may withdraw from the university by obtaining a withdrawal form from the vice president for Student Affairs and obtaining all necessary signatures. Foreign students may obtain forms and begin the process in CIE. Merely ceasing to attend classes does not constitute an official withdrawal, academically or financially. Failure to file a withdrawal form with the vice president for Student Affairs will result in the automatic recording of “F” grades for all courses being taken by the student. If a student is under 18 years of age, written parental consent must be received. Official date of withdrawal is the last date of class attendance as verified by an instructor. This date will be used in determining any refund. Southern New Hampshire University identification cards must be returned to the Student Affairs Office when withdrawing from the university. Students who withdraw from the university completely after the eighth week of the semester will receive either a “WP” or “WF” from each of their instructors.

No adjustments to account balances will be done nor will withdrawal disputes be considered after 30 days from the end of the semester during which the student withdrew.

Disciplinary Dismissal

Southern New Hampshire University reserves the right to dismiss any student whose presence, following a hearing, is deemed detrimental to the best interest of the university. Students dismissed for other than academic reasons will have the notation of withdrawal put on their transcripts.

Documentation outlining the disciplinary sanctions will be placed in the students' folders. This information will be used in evaluating re-admission applications.

Re-admission

Students suspended from Southern New Hampshire University for academic causes may petition to be re-admitted when evidence can be presented that indicates university work can be successfully resumed. Ordinarily, dismissal shall be for not less than two semesters. Any students re-admitted to the university are placed on new worksheets.

Academic Renewal

Students who change majors or withdraw and return may apply for academic renewal. This allows students to be considered as transferring from another institution. All academic regulations are the same as those for transfer students.

The following restrictions are imposed:

- It must be approved by the Scholastic Standing Committee.
- It may be granted only once to a student after at least a one-year absence.
- A new transcript is begun with only acceptable credits transferred to the new record. A new grade-point average is started.
- A minimum of 30 credits must be completed at Southern New Hampshire University after renewal is granted.
- When students are granted academic renewal, any grade below a "C" appearing on their transcripts will be followed by an "AR" designation.
- Courses so designated will be eliminated from the student's GPA and will not earn credit toward graduation.
- Any grade of "C" or better appearing on their transcripts will be included in the student's GPA and will earn credit toward graduation.

Note: Academic renewal does not change suspension from financial aid.

Leave of Absence

The university has no leave of absence policy. Students who wish to leave the university and return at a later date must submit an application for re-admission to the Admission Office.

500-level Courses

Students who have completed at least 90 undergraduate credits and have a 3.33 or higher GPA must apply through the Advising Center to enroll in a 500-level graduate course. The student may enroll in the course, provided:

- there is space available in the course.
- the dean of the appropriate school, the program coordinator/department chair and the instructor agree that the student has met the prerequisites of the course.
- the student would receive undergraduate credits.

If the student goes on to enroll in a graduate program at Southern New Hampshire University, graduate credit will be granted if the student earns grades of "B" or better in the 500-level courses. Approval is limited to a maximum of six credits (two three-credit graduate courses).

Testing of Students with Disabilities

Students enrolled at Southern New Hampshire University who have documented disabilities verified by the coordinator of Disability Services may be entitled to alternate testing conditions to help them accurately demonstrate their true competencies. It is the responsibility of the students who wish to avail themselves of these accommodations to inform their instructors at the start of each term or as soon as they become aware of any disabilities.

Freshman Course Requirements

Students with 63 or more credits who have not completed the freshman English and math prerequisites will not be allowed to register without completing the required freshman courses. Transfer students must complete missing freshman and prerequisite courses within their first 30 credit hours at Southern New Hampshire University.

Day school students must receive permission from the dean of the School of Liberal Arts to enroll in evening or weekend ENG 101, ENG 120 and ENG 121.

Basic Writing Competency Examination

At the end of ENG 101 (Fundamentals of Writing), students must pass a Basic Writing Competency Examination. Using a dictionary and the course grammar text, students will be expected to write coherently, correctly and thoughtfully about a pre-assigned topic. Students must pass the Basic Writing Competency Examination in order to receive credit for ENG 101 elsewhere. Testing procedures are set forth by the School of Liberal Arts.

Competency in Writing

Because competency in writing is critical for students, the university is committed to Writing Across the Curriculum. Students will be expected to write expository essays in most of their courses in all disciplines. Students should expect to communicate clearly and with grammatical correctness in all their SNHU courses. To further Southern New Hampshire University's commitment to Writing Across the Curriculum, the university has determined that two required courses beyond the core in each discipline for the bachelor's degree shall be designated as Writing Intensive. Writing Intensive is defined as 10 pages of writing as product and 10 pages of writing to learn exercises. Thirty percent of the final course grade will evaluate the student's writing in those designated courses.

Writing Intensive Courses

Each major has designated courses as “Writing Intensive.”

The Writing Intensive courses are:

ACC 322	Institutional Accounting
ACC 411	Auditing Principles
ADB 215	Principles of Management
ADB 342	Organizational Behavior
ADB 421	Strategic Management and Policy
ADV 362	Advertising Account Executive Seminar
ADV 440	Advertising Media Planning (cross-listed as MKT 440)
COM 435	Feature Writing (ENG 330)
COM 446	Public Relations Administration
ECO 306	Money and Banking
EDU 200	Introduction to Education
ENG 330	Nonfiction Writing Workshop (COM 435)
FIN 435	Financial Policy and Decision-Making
FMK 202	Fashion Merchandising
HIS 109	Western Civilization I: Prehistory to Renaissance
HIS 110	Western Civilization II: Renaissance to the Present
HTM 314	Hospitality and Tourism Marketing
HTM 421	Services Management: A Strategic Approach
INT 422	International Strategic Management
INT 440	Emerging Trends in International Business
IT 210	Introduction to Systems Analysis and Design
IT 315	Object-Oriented Analysis and Design
IT 415	Systems Seminar I
IT 431	Software Development in Distributed Systems
LIT 450	Seminar in American Literature
MKT 320	Sales Management
MKT 329	Principles of Advertising
MKT 432	Strategic Marketing Planning
MKT 440	Advertising Media Planning (ADV 440)
MKT 442	Retail Management
POL 201	Research Methods in Political Science
POL 214	Political Theory
PSY 201	Educational Psychology
PSY 224	Research Methods (SCS 224)
PSY 444	Senior Seminar in Psychology
SCS 224	Research Methods (PSY 224)
SCS 444	Senior Seminar in Social Science
SOC 335	Technology and Society (SCI 335)
SCI 335	Technology and Society (SOC 335)
SPT 208	Sport Marketing
SPT 461	Seminar in Sport Management

Writing and Word Processing

Southern New Hampshire University has adopted a policy of incorporating the use of computers throughout the curriculum. Students will be expected to use word processing for written assignments in English and other courses.

Bibliography and In-Text Citation Styles

The American Psychological Association (APA) and Modern Language Association (MLA) bibliographic and in-text citation styles are acceptable formats for documenting written work subject to policies set forth by each academic discipline.

Graduation

Requirements

- To graduate from Southern New Hampshire University, students must complete a minimum of 120 credits of work in a bachelor's degree program (more than 120 credits may be required depending on the program of study) or 60 credits in a program leading to an associate degree (more than 60 credits may be required depending on the program of study).
- In order to graduate from Southern New Hampshire University, students must fulfill the residency requirements as specified below.
- Although “D” (1.0), “D+” (1.33) and “C-” (1.67) grades are considered passing in a course, a student must have a minimum cumulative grade-point average of “C” (2.0) for all work completed at Southern New Hampshire University and must satisfy the requirements of a specific program of study, including residency requirements, in order to receive a degree from Southern New Hampshire University.
- As part of its mission, the university takes seriously its goal of preparing students to be proficient in writing correct, coherent English. All entering freshmen will take a writing placement examination. Based on this examination, some students may be placed in English 101 and others may be placed in English 120.
- Those students taking English 101 must pass a Basic Writing Competency Examination given at the end of the course. This examination requires students to demonstrate their ability to write coherently, correctly and thoughtfully about a pre-assigned topic. Students must pass this examination in order to receive credit for English 101. Students who fail the Basic Writing Competency Examination must repeat English 101 before being re-tested.
- Students require an ability to work with quantitative information. Most students will take a freshman math course. Entering students who are deficient in math skills may be required to enroll in a fundamentals course. The three credits received for MAT 050 Fundamentals of Mathematics are in addition to the minimum of 120 credits required for graduation. Most students will be placed in MAT 120.

- Entering students who have demonstrated superior math skills, including a strong background in algebra, may be placed in MAT 150 Honors Finite Mathematics. Students should follow their major work sheets to determine the specific mathematics courses they must take. Those students who have taken MAT 150 Honors Finite Mathematics will take more advanced versions of the courses, which will not only challenge students but will give them a stronger foundation in mathematics should they want to apply to graduate programs which require a more substantial mathematics background.
- Prospective graduates must submit a petition to graduate to the Office of the Registrar by the dates specified in the academic calendar. These dates apply to students in the undergraduate day program:

Apply By	Complete Requirements	By Conferral Date
Sept. 1	December (date TBA)	January
Nov. 1	May (date TBA)	May Commencement Ceremony
May 1	August (date TBA)	Sept. 1

Application-for-degree forms can be obtained from and returned to:

- Continuing Education Students - Continuing Education Office
- Day Students - Student Administrative Services (SAS)
- Culinary Students - Student Administrative Services (SAS)
- The graduation fee (\$85) must be paid at the time the application for degree form is submitted.
- A student is held responsible for determining that he or she has earned all necessary credits for graduation. Students who have any questions should refer them to their advisor. If further clarification is needed, the student should contact the Office of the Registrar.
- Prior to participating in graduation ceremonies and receiving a degree, student obligations to the university, such as library fines, tuition dues and fees, must be met; all athletic equipment must be returned.
- All students are expected to attend the graduation ceremonies.

Residency Requirements

To graduate from Southern New Hampshire University, students must complete 30 credits in residence at SNHU, including 12 credits from their major field for a bachelor's degree and nine credits from their major field for an associate degree. No exceptions will be made regarding residency requirements given in this paragraph.

The final 24 credits of a degree program must be completed at Southern New Hampshire University. Exceptions to the residency requirement given in this paragraph must be requested in advance to the appropriate school dean, who will decide if the request will be granted. (Active-duty military personnel are exempted from the final 24-credit residency requirement.)

Residence credits cannot be used simultaneously to satisfy the requirements of more than one program. It is not permissible, therefore, for a student to receive two degrees from Southern New Hampshire University at the same time.

Credits earned for completing SNHU cooperative education programs and for courses earned in the university's England program and any approved Southern New Hampshire University student exchange program are considered to be residence credits. Credits earned through institutional exams are considered as residence credits, while those credits earned through the University Level Examination Program (CLEP) are not considered as residence credits.

Participation in Graduation Ceremony

Students who have not fulfilled all graduation requirements by the day of commencement in May may participate in the ceremony by completing a "Petition to Walk" form, available in the SAS office between March 1 and March 15. The petition must clearly indicate the reason for wanting to walk and a clear indication of how the student plans to fulfill the missing requirements. The Registrar's Office will verify that such requirements can be fulfilled by the Aug. 31 following commencement.

Students are eligible to walk if three or six credits of actual courses are not completed but are expected to be completed by the following Aug. 31, or an internship or cooperative education experience is not completed but is expected to be completed by Aug. 31 following the May ceremony.

Any student who has an unusual circumstance not covered by the above policy may appeal to the appropriate school dean's office for consideration on or before March 22 prior to the commencement ceremony in May.

This policy allows students to participate in the graduation ceremony, but not to receive a diploma in May. The diploma will be conferred on the first graduation date after all requirements have been met. Conferral of diplomas takes place in September, January and May of every year. Student names will appear in the graduation program for the May ceremonies following the official conferral date.

In addition to the petition to walk in the May ceremony, all students must have already filed, by the Nov. 1 deadline, a petition to graduate and have paid the graduation fee as described in the university catalog.

Prior to participating in graduation ceremonies and receiving a degree, a student's obligations to the university, such as library fines, tuition, dues and fees, must be met. All athletic equipment must be returned.

Graduation with Distinction

The degree of bachelor of science or bachelor of arts with certain distinctions will be conferred upon those members of the graduating class who have a minimum two-year residency requirement, including completion of 60 credit hours in a bachelor of science or bachelor of arts program, and who have met the following standards: students who have earned a minimum grade-point average of 3.80 - summa cum laude; 3.50 - magna cum laude; and 3.0 - cum laude.

The degree of associate in science, associate in applied science or associate in arts with certain distinctions will be conferred upon those members of the graduating class who have served a minimum one-year residency requirement, including completion of 30 credit hours, and who have met the following standards: students who have earned a minimum grade-point average of 3.80 - highest honors; 3.50 - high honors; 3.0 - honors.

Academic Honors

President's List and Dean's List

At the close of each semester at Southern New Hampshire University, the registrar publishes two lists of students who have achieved standards of academic excellence during the semester's work. Students who have earned a minimum grade-point average of 3.50 for the semester are named to the President's List. Students who have earned a minimum grade-point average of 3.0 but less than 3.50 for the semester are named to the Dean's List.

Alpha Chi Honor Society

Alpha Chi Honor Society at Southern New Hampshire University recognizes the scholastic achievement of junior and senior liberal arts students. Alpha Chi is a national honor society that provides meaningful benefits for students who plan to pursue graduate or professional study or who plan to pursue a career. Membership is limited to liberal arts degree students who have completed at least half of the total credits required for a cumulative grade-point average of 3.2. Members must continue to maintain a 3.2 point average.

Delta Mu Delta Honor Society

The Southern New Hampshire University business bachelor's degree program honor society is the Gamma Nu chapter of Delta Mu Delta, a national honorary society in business administration. Its purpose is to promote and recognize higher scholarship in training for business and to reward scholastic achievement in business subjects.

Students of good character enrolled in day or evening business-related majors and studying for bachelor's degrees are eligible for membership. A candidate must have completed at least one half of the credits required for his or her bachelor's degree (including a minimum of 24 credit hours, i.e., eight courses at Southern New Hampshire University) and have maintained an average qualitative grade of 3.2. Continuation in Delta Mu Delta requires the member to maintain a 3.2 grade-point average.

Phi Theta Kappa Honor Society

Phi Theta Kappa is an international honor society that recognizes and encourages scholarship for two-year associate degree programs. Phi Theta Kappa attains its goals by developing opportunities for leadership, fellowship and service, as well as providing an intellectual climate for continued academic excellence.

Candidates must have completed at least 12 credit hours in courses that could be applied to an associate degree. Students must earn no less than a 3.5 grade-point average to be invited to accept membership in Phi Theta Kappa.

Psi Chi Honor Society

Psi Chi is the National Honor Society in Psychology, founded in 1929. The purpose of Psi Chi is to encourage, stimulate and maintain excellence in scholarship and advance the science of psychology. Membership is open to both graduate and undergraduate students who are making the study of psychology a major interest. Minimum qualifications include the completion of at least five quarters of college course work, including nine semester hours in psychology. A minimum grade-point average of 3.0 overall and in psychology coursework is required.

Psi Chi is a member of the Association of College Honor Societies (ACHS) and is an affiliate of the American Psychological Association (APA) and the American Psychological Society (APS).

Gold Key

Candidates for the bachelor of science or bachelor of arts degree may receive the Gold Key award. Graduates receiving the award must have attained a cumulative grade-point average of 3.50 and must have met the residency and credit-hour criteria for graduation with distinction.

NBEA Award of Merit

The National Business Education Association Award of Merit is presented to the outstanding graduating senior in business/marketing teacher education. This award is presented at the discretion of the business education program faculty.

Student Affairs Award

This award is presented annually to a senior who was actively and consistently involved in the community and who made a positive academic and social impact on university life.

Who's Who Among Students in American Colleges and Universities

Each year, a number of students in the sophomore, junior and senior classes and students in the graduate program are elected to be listed in "Who's Who Among Students in American Colleges and Universities." This is an honor accorded to students in good scholastic standing who have contributed particularly to the university's co-curricular life.

The Division of Student Affairs

Vision

The Student Affairs Division collaborates to teach, to challenge and to support students to be self-aware and contributing members of their communities.

Mission

The mission of the Student Affairs Division, in support of the educational mission of Southern New Hampshire University, is to foster opportunities for students to learn and to grow as socially and intellectually mature and culturally aware individuals. The division, in collaboration with the university and local community, provides programs and services, which encourage and empower students to develop priorities, values, critical thinking and behaviors appropriate to positive personal and professional lives.

Statement of Belief

- We believe that students come first.
- We, the staff members of the Division of Student Affairs, believe that the student is shaped by all campus activities - in and out of the classroom. We need to empower students to be intellectually curious, socially involved and appreciative of differences in assisting them in becoming well-rounded human beings.
- We believe that as a staff we must collaborate, communicate and cooperate to provide the safest, most supportive environment for our students.
- We believe that our cultural and ethnic diversity is key to developing well-rounded, caring citizens of the world.
- We believe that our students' needs are most important and we strive to support them academically, physically, spiritually, psychologically and socially.
- We believe that the university should be a collaborative community.

Wellness Center Counseling, Health and Educational Services

The Wellness Center's mission is to promote the development and integration of intellectual, social, spiritual, physical, emotional and occupational wellness through education and treatment. Our vision is to assure that the wellness model is integrated into the decisions and operations of the institution and each individual's growth and development.

As a staff, we value prevention over treatment and try to reflect that in our services and programming efforts. We believe that change occurs at both individual and systematic levels, that college is an opportunity for growth in and out of the classroom and that learning occurs in a variety of contexts.

Furthermore, our work is guided by the beliefs that actions speak louder than words, people are responsible for their own actions, asking for help and utilizing available resources is healthy and an educational institution is responsible for challenging students to become intellectually curious, socially responsible and emotionally healthy members of society.

Counseling Services

Sometimes personal and emotional problems can negatively impact learning and living and interfere with a person's development. Even a student with many strengths and abilities can experience difficulty often effectively resolved through counseling. Some examples of such difficulties might be problems in interpersonal relationships, depression, loneliness, sexual concerns, poor grades, substance abuse or conflicts with one's family.

Personal concerns of any type may be discussed frankly and privately with a professional counselor. Counseling sessions are free and confidential and can be arranged by contacting the Wellness Center.

Health Services

To be eligible for health services, a student must submit a completed medical record and have completed a physical examination prior to admission. Foreign students cannot complete registration without these documents, a chest X-ray report and adequate evidence of inoculation against measles, mumps and rubella. Any missing information will result in additional medical services and fees to the student upon arrival.

Health Services staff members handle most common health concerns and are knowledgeable in preventative medicine and alternative treatment strategies. The staff offers treatment of common acute problems (e.g. colds, flu, burns), personal health counseling, information on birth control, referral for sexually transmitted disease testing and allergy injections. Any problem the nurses cannot handle is referred to the university physician or another appropriate practitioner in the local community. Charges for health services in the community are usually sent directly to a student. It is the student's responsibility to submit any claim forms required for processing payment to the medical provider. Wellness Center staff members are available to assist students in processing claims covered by university-sponsored health insurance plans.

Educational Services

Education is at the core of the Wellness Center's activities and services. The staff members firmly believe in the value of prevention in the development of a whole person. Educational services include classroom presentations on wellness topics; individual consulting with students; workshops and co-sponsorship of substance-free activities; training for student leaders, staff and faculty; and access to resource materials for classroom assignments or personal growth opportunities.

Athletics

Southern New Hampshire University supports an active athletic program as an integral part of the educational process. Both intercollegiate and intramural competitions are offered to men and women of the university community. On the intercollegiate level, men's teams are fielded in baseball, basketball, cross-country, golf, ice hockey, lacrosse, soccer and tennis.

Women's teams include basketball, cross-country, soccer, softball, tennis and volleyball. Southern New Hampshire University is a member of the National Collegiate Athletic Association, the Eastern College Athletic Conference and the Northeast-10 Conference.

The university sponsors a varied intramural program aimed at active student involvement in sports. Men's intramural sports are flag football, basketball, indoor soccer and racquetball. Women's intramural sports include indoor soccer, basketball and racquetball. Softball, tennis and volleyball are coeducational offerings. Mini-tournaments are sponsored in 3-on-3 basketball, whiffleball and miniature golf.

Recreational offerings available at Southern New Hampshire University include aerobic exercise, kickboxing, weight training, wall climbing, swimming and Jazzercise.

Athletic Facilities

The university has two gymnasiums. The field house has a wooden floor with a seating capacity of 1,900. The auxiliary gym has a multipurpose, synthetic surface and a stage to accommodate a variety of university activities. The newly opened Fitness Center includes state-of-the-art aerobic equipment and free weights. Other facilities are a 25-meter, six-lane, competition swimming pool, a racquetball court, an aerobics/exercise room, multiple locker rooms and a fully equipped training room. Outdoor facilities include four lighted tennis courts, baseball and softball diamonds, a lighted varsity game field and several practice fields.



Center for International Exchange

The Center for International Exchange (CIE) has three major functions:

- to provide services, assistance, information and support to more than 700 foreign students.
- to assist American students, staff and others interested in travel, study or work abroad.
- to promote intercultural exchange.

The Center for International Exchange helps with immigration regulations and federal laws, such as extensions of stay, travel documents, change of visa status, authorized employment, practical training, social security regulations and income tax. Assistance is offered with foreign exchange permits, enrollment letters and banking information.

As a department of the Division of Student Affairs, the Center for International Exchange serves the needs of a culturally diverse population. The CIE is the focal point for such intercultural events as the International Night. The CIE provides such special services as orientation programs, visa information, a study/travel/work abroad library, international ID cards, overseas telephone service and vacation and travel information and advising. The CIE also serves as liaison with the greater Manchester community through media coverage, country presentations and student speakers. A monthly newsletter is distributed on campus and in the community. The Center for International Exchange is located in Belknap Hall.

Office of Residence Life

The residence life program supports the academic mission of the university by assuring that the students' education continues outside as well as within the classroom. Residence life provides an environment that allows for individual growth and provides facilities that are well-maintained and safe.

Campus living should be an exciting, educational experience. The university maintains an environment where students will find opportunities to grow, to learn, to accept adult responsibilities, to make informed choices, to develop friendships and to increase self-awareness.

The Office of Residence Life staff, located in Chocorua Hall, Suite 3, offers referral information on university services, sponsors programs and assists with physical accommodations.

The residence program consists of:

Apartments	Townhouses	Residence Halls
Greeley	Attitash	Washington
Kearsarge	Rockingham	New Castle
Whittier	Sunapee	Chocorua
Spaulding	Cranmore	Winnisquam
	Hillsboro	Merrimack
		Winnepesaukee
		Ossipee

All residence halls are furnished with desks, chairs, beds, drapes and wardrobes. Townhouses and apartments are furnished with desks, chairs, beds, drapes, wardrobes, living

room and kitchen furniture, and a stove and refrigerator. Students must provide their own pots, pans, glasses, plates and silverware. Juniors and seniors usually reside in the apartments and townhouses; freshmen and sophomores are usually assigned to residence halls.

Each area is administered by a residence director (RD), who is a live-in, professional staff member. RDs supervise the student resident assistant staff; develop, coordinate and encourage programming; investigate and adjudicate judicial matters; act as liaisons between residents and the facilities department; and refer students in need of personal assistance.

Resident assistants (RAs) are students who are selected and trained to assist the residence life office staff. They are assigned to each floor or suite in the residence halls and to each apartment and townhouse building. The RAs work with residents to build a climate conducive to academic success, individual growth and the development of appropriate community norms, such as mutual consideration and respect for others. With their residents, they plan social, recreational, educational and cultural activities for their areas. The RA is the first person to contact if a student is in need of advice, a referral to another office, or help concerning a roommate issue or a maintenance request.

The university requires students in the undergraduate day, Culinary Arts and CLE programs to reside in university housing for a minimum of two of their school's semesters or terms. Married students and students living with a parent or legal guardian are exempt from this policy. Graduate students are not required to reside in university housing; however, if they do request and are assigned a residence, they are committed for two terms.

Being admitted to the university is not a guarantee of a residence assignment. Students are assigned residence on an annual basis and are not guaranteed on-campus residency through graduation.

Wellness Housing

The goal of wellness housing is to sustain a housing option for students who desire a substance-free residence area. These students are also provided with the opportunity of maintaining a lifestyle that supports positive life choices.

Public Safety

The Department of Public Safety was created to monitor and maintain a safe and secure campus environment where teachers can teach and students can learn. In a professional, yet flexible and courteous, manner, with concern for both public safety and individual rights, we will enforce the university's expectations of mutual respect and responsible behavior. In addition to the protection of life and property, we are dedicated to the smooth day-to-day functioning of the university community and to supporting an educational enterprise where cultural diversity and academic freedom can flourish.

Campus Ministry

The Campus Ministry program at Southern New Hampshire University strives to foster the spiritual growth and development of students at the university. The Office of Campus Ministry provides religious services, confidential counseling, spiritual direction, community service projects, on-campus programs and social events. Students of all faiths have opportunities to come together and share the experience of God in their lives.

The department is staffed by a full-time director of campus ministry/Catholic chaplain and a part-time advisor for the Jewish Student Association.

Office of Student Organizations and Leadership

The personal growth resulting from university activities is not easily measured. It is, however, directly related to each student's level of involvement and commitment in the community. The university provides opportunities for individual participation and for membership in clubs and organizations.

The Office of Student Organizations and Leadership helps organize new clubs, coordinates leadership development, helps with the management of major campus programs and manages the Student Center programs. The office advises the Student Government Association (SGA), the InterGreek Council and the Council for Activities and Programming Events (CAPE). It provides information and guidance on planning and presenting events and programs, prepares an activities calendar and keeps the roster of organizations. The office is located in the Student Center.

Camp Synergy

Camp Synergy is a leadership-development program coordinated by the Student Government Association and the Office of Student Organizations and Leadership. It utilizes activities that build trust, effective communication, self-confidence, cooperation, critical thinking, initiative, teamwork, goal- and task-orientation and risk-taking. Set in the attractive woodlands of our campus, the program uses mildly physically challenging activities that promote each of the qualities that make an effective leader. While there are physical demands in each of the exercises, the team-building aspect of the program makes it possible for anyone to take part, regardless of age or physical condition. In fact, the greater the variation of participant qualities, the better the experience.

Student Government Association

The Student Government Association (SGA) is composed of elected senators from the full-time undergraduate and graduate student body. Representatives are elected each spring for the upcoming academic year. The SGA administers the student activities fee, which provides budgeted monies for student clubs and organizations at the institution. The SGA provides student representation on all major university committees. Examples of various committees include the Student Life

Advisory Committee, the Student/Staff Disciplinary Review Board, Academic Issues, the Curriculum Committee and the Student Assistance Program (SAP).

Student clubs and organizations provide a wide variety of social and cultural opportunities for students at the university. There are 36 clubs and organizations at Southern New Hampshire University. Some of the opportunities that these organizations offer include hiking, concert planning, working on a variety of philanthropic projects and other co-curricular endeavors. Each club is also represented as part of the SGA House of Representatives.

Council for Activities and Programming Events (CAPE)

The Council for Activities and Programming Events (CAPE) is responsible for sponsoring social activities on campus. This planning board presents concerts, comedy, and recreational and cultural activities. The group also plans three major week-ends each year.

Southern New Hampshire University Ambassadors

The Ambassadors is a student organization established in 1990. Southern New Hampshire University Ambassadors are selected student leaders who work for the betterment of the university. They develop meaningful communication between students, faculty, staff and alumni and work to enhance the relationships between Southern New Hampshire University and the community. Membership is open to full-time sophomores, juniors, seniors and graduate students who have maintained a 3.0 grade-point average.

The Inter-Greek Council

The Inter-Greek Council (IGC) is the coordinating board for the fraternal system at Southern New Hampshire University. Its purpose is to organize the rush program, develop pledging procedures, and provide a forum for discussion for any concerns that exist among the eight Greek chapters.

Fraternities and Sororities

Through membership in social fraternities and sororities, students often make lifelong friendships based upon mutual interests and experiences outside the classroom. These organizations have a strong commitment to organizing campus and community service projects in an effort to promote themselves and Southern New Hampshire University.

Fraternities

Kappa Delta Phi

Kappa Sigma

Phi Delta Theta

Zeta Beta Tau/Phi Delta Psi

Sororities

Phi Omega Psi

Kappa Chi

Kappa Lambda

Phi Delta Beta

Culinary Student Association

The Culinary Student Association promotes the educational and social benefits of the culinary arts and unites students, alumni, staff and faculty of the Culinary Arts program. Many students represent the university in regional and national culinary competitions.

Commuter Student Council

The Commuter Student Council involves commuting students in the life and atmosphere of the university and serves as an information vehicle. It provides commuters with a voice to express their concerns and needs.

Campus Ministry Student Association

The Campus Ministry Student Association provides an opportunity for students to share their faith with one another. The Catholic Student Association, the Jewish Student Association and the Protestant Student Association are united under this association. There is a threefold purpose to this association: spiritual, social and service.

Media Organizations

The Observer is the student newspaper, which is published entirely by students through SGA funding. The newspaper offers experience for writers, editors, photographers, artists and advertising sales people on campus.

The Enterprise is the SNHU yearbook, which is published annually through the efforts of the student body. It serves to chronicle the university years as a remembrance for all undergraduate students.

Radioactive 1620 is a student-run, Internet-based and AM radio station. The radio station provides opportunities for students to be a part of promoting SNHU worldwide via cutting-edge technology.

Solicitation Policy

The Office of Student Organizations and Leadership must approve all advertising by non-university organizations in order to be posted on campus. No solicitation is allowed except with the approval of Food Services and the Office of Student Organizations and Leadership for a table in the dining hall and Residence Life staff for door-to-door sales in the residence areas. The only exception to this policy will be the United Way solicitations and other community-based charitable campaigns approved through the President's Cabinet.

Summary

In the final analysis, an institution committed to teaching is an institution that does not waver from its goal of creating a learning environment worthy of all those who become a part of it. At Southern New Hampshire University, this is both conscious in nature and ongoing in character. It is a continual process, a process through which Southern New Hampshire University reaffirms its commitment to:

- academic excellence
- professional credibility
- social responsibility

University Directory

Trustees of the University

Richard Courtemanche
Chairman of the Board of Trustees
Executive consultant
IBM-United States

Richard A. Gustafson
President and CEO
Southern New Hampshire University

John C. Miles
Treasurer of the Board of Trustees
Vice president of Operations and Finance
Southern New Hampshire University

Kimon S. Zachos, Esq.
Secretary of the Board of Trustees
Attorney
Sheehan, Phinney, Bass + Green
Manchester, N.H.

Bradford E. Cook, Esq.
Assistant Secretary to the Board of Trustees
Attorney
Sheehan, Phinney, Bass + Green
Manchester, N.H.

Robert Baines
Mayor
Manchester, N.H.

Howard Brodsky
Chairman and CEO
Carpet One
Manchester, N.H.

John Burk Jr.
President
John Burk Associates
Keene, N.H.

Karin Caruso
Associate professor of accounting
School of Business
Southern New Hampshire University

Joan Corcoran
Retired businessperson
Waterville Valley, N.H.

Bea Dalton
Consultant
Exeter, N.H.

Theresa Desfosses
President
Burlington Homes of Maine
Oxford, Maine

Janice Fitzpatrick
Manager - strategic planning
New Hampshire Electric Coop
Plymouth, N.H.

Andrew W. Greene
Executive vice president
Peoples Heritage Bank
Portland, Maine

Carolyn Hollman
Professor of English and education
School of Liberal Arts
Southern New Hampshire University

Donald R. Labrie
Managing partner
Ernst & Young LLP
Manchester, N.H.

Ann Lally
President
Salem Co-operative Bank
Salem, N.H.

Rick Loeffler
Owner/CEO
Shorty's Management Group
Manchester, N.H.

Jacqueline Mara
Dean emeritus
Southern New Hampshire University

Michael McCluskey
Executive director
McLane Graf Raulerson & Middleton, PA
Manchester, N.H.

Claira P. Monier
Executive director
New Hampshire Housing Finance Authority
Bedford, N.H.

Mark A. Ouellette
Vice president, Financial Market Operations
IBM Software Group
Somers, N.Y.

Joseph Panaro
Vice president, Sales Development and Communications
MasterCard International
Purchase, N.Y.

Thomas Space
The Pinnacle Group, LLC
Laconia, N.H.

Thomas Tessier
Certified Financial Planner

Raymond Truncellito, C.L.U.
Truncellito Insurance Services
Manchester, N.H.

Trustee Emeritus

William S. Green, Esq.
Chancellor Emeritus
Retired attorney
Naples, Fla.

Administration of the University

Richard A. Gustafson
President
B.A., M.Ed., Boston University
Ph.D., University of Connecticut

Elisabeth J. Noyes
Vice president of Academic Affairs
B.A., M.A., University of Massachusetts - Amherst
M.Ed., Salem State College
Ed.D., Nova Southeastern University

George J. Larkin
Vice president of Student Affairs
B.S., M.Ed., Ph.D., Boston College

Michael T. MacNeil
Vice president of Institutional Advancement
B.S., Boston College
M.Ed., University of Massachusetts at Boston

John C. Miles
Vice president of Finance and Operations
Treasurer
B.S.B.A., Rockhurst College
M.B.A., Central Missouri State University

Jacqueline Ribaud
Director of Planning and Marketing
B.A., University of New Hampshire
M.A., University of Texas

Administration of Academic Schools

Deans

William R. Petersen
Dean, School of Hospitality, Tourism and Culinary Management
Associate professor of hospitality and tourism management
B.S., New Hampshire College
M.Ed., Cambridge College
CRDE, CHE

Roberta Salper
Dean, School of Liberal Arts
Professor of modern languages
B.A., Boston University
M.A., Ph.D., Harvard University

Paul Schneiderman
Dean, School of Business
Professor of finance
B.B.A., M.B.A., University of Massachusetts
M.A., Ph.D., Clark University

Assistant/Associate Deans

C. Richard Erskine
Associate dean, School of Business
B.A., M.A.T., University of New Hampshire
Ed.D., Vanderbilt University

Patricia R. Gerard
Assistant dean, School of Business
B.S., Franklin Pierce College
M.B.A., New Hampshire College

Frederick Lord
Assistant dean, School of Liberal Arts
B.S., M.B.A., New Hampshire College

Elizabeth Elwy
Assistant dean for Administration, School of Business
B.A., Mount Holyoke College
M.B.A., Southern New Hampshire University

Full-time Faculty

Charles Akerman (2001)

Assistant professor of quantitative studies
B.S., Northeastern University
M.B.A., New Hampshire College

Robert Andrews (2002)

Visiting professor of education
A.S., New Hampshire Technical College
B.A., University of Massachusetts
M.A., The George Washington University
Ed.D., Vanderbilt University

C. Bulent Aybar (1998)

Associate professor of international business
B.S., The Middle East Technical University
M.A., University of Istanbul
M.A., Ph.D., The Ohio State University

Eleanor H. Barnes (1968)

Professor of information technology
B.S.I.E., Northeastern University
M.B.A., University of New Hampshire

Frank J. Barnes (1969)

Associate professor of information technology
B.S.E.E., Arizona State University
M.B.A., University of New Hampshire

Paul A. Barresi (2001)

Assistant professor of government
B.S., Cornell University
J.D., The George Washington University Law School
M.A., Tufts University
Ph.D., Boston University

William E. Beane (1965)

Assistant professor of organizational leadership and humanities
B.Ed., Keene State College
M.A., Middlebury College

Robert Begiebing (1977)

Professor of English
B.A., Norwich University
M.A., Boston College
Ph.D., University of New Hampshire

Doug Blais (1996)

Associate professor of sport management
B.S., M.B.A., New Hampshire College
Ph.D., University of Connecticut

Martin J. Bradley (1982)

Associate professor of organizational leadership
B.S., Lyndon State College
M.Ed., Notre Dame College
Ed.D., Vanderbilt University

Lucille Cantin (2002)

Visiting professor of education
B.A., Notre Dame College
M.Ed., University of New Hampshire
Ph.D., Boston College University

Karin L. Caruso (1977)

Associate professor of accounting and organizational leadership
B.A., Syracuse University
M.S., State University of New York
M.B.A., New Hampshire College

Pamela B. Cohen (1984)

Associate professor of mathematics
B.S., Boston University
M.A., Teachers College, Columbia University

J. Stephanie Collins (1996)

Associate professor of information technology
B.B.A., Ph.D., University of Wisconsin, Milwaukee

Vicki Connell (1985)

Associate professor of culinary arts
A.A.S., University of New Hampshire
B.S., New Hampshire College
M.B.A., New Hampshire College
CHE

Julianne Cooper (1997)

Associate professor of history
B.G.S., M.A., Ph.D., University of New Hampshire
Th.M., Harvard Divinity School

David E. Cox (1990)

Associate professor of mathematics
B.A., Southwest Baptist University
M.S., University of Oklahoma

Robert R. Craven (1977)

Professor of English and humanities
Director of the McIninch Art Gallery
B.A., M.A., City College of New York
Ph.D., University of Rhode Island
Diploma (Art History), University of New Hampshire

Allison M. Cummings (2002)

Assistant professor of English
B.A., Reed College
M.A., Ph.D., University of Wisconsin, Madison

David L. Doyon (2001)

Assistant professor of accounting
B.S., University of Southern Maine
M.B.A., New Hampshire College

Kevin J. Degnan (1995)

Associate professor of science and mathematics
B.S., Manhattan College
M.S., Ph.D., New York University

Tej S. Dhakar (1995)
Associate professor of quantitative studies
B.S., Indian Institute of Technology
M.B.A., University of Delhi
Ph.D., University of Alabama

William J. M. Dolbow (1988)
Associate professor of mathematics
B.S., M.S., Worcester Polytechnic Institute

Francis G. Doucette (1978)
Associate professor of psychology
B.A., Holy Apostles College
M.Ed., Northeastern University
Ed.D., Vanderbilt University

Eleanor Dunfey-Freiberger (1984)
Professor of philosophy
Papoutsy Endowed Chair in Business Ethics
B.A., Emmanuel College
M.A., University of San Francisco

Kelly Moore Dunn (2002)
Visiting professor of education
B.S., The College of St. Rose
M.Ed., Notre Dame College

Euclid A. Dupuis (1984)
Professor of accounting
B.A., New Hampshire College
M.S., Bentley College
CPA

John K. Evans (1980)
Professor of organizational leadership
B.A., St. Anselm College
M.A., University of New Hampshire
Ed.D., Boston University

David W. Fehr (1998)
Assistant professor of finance and economics
Director of the Center for Financial Studies
B.S., Lafayette College
M.B.A., University of Rochester

Philip Vos Fellman (1993)
Professor of international business
B.F.A., California Institute of Arts
M.P.P.M., Yale University, School of Management
M.A., Ph.D., Cornell University

M. Brigid Flanigan (1998)
Associate professor of culinary arts
A.A.S., Southern Maine Vocational Technical Institute
M.Ed., Cambridge College
CHE

Robert H. Fleeson (1967)
Professor of English
B.A., Yale University
M.A., University of New Hampshire

John P. Fleming (1981)
Professor of English and communication
A.B., Merrimack College
M.A., Southern Illinois University
M.Ed., Notre Dame College
M.S., Boston University School of Public Communication
Ph.D., Bowling Green State University
APR, C.H.

James Freiburger (1988)
Professor of organizational leadership
B.S., Loras College
M.S., University of Notre Dame
C.A.S., University of Vermont
Ph.D., University of Connecticut

Peter Frost (2001)
Assistant professor of psychology
B.A., Framingham State College
M.A., Ph.D., Baylor University

Philip H. Funk Jr. (1982)
Associate professor of information technology
B.S., Drexel Institute of Technology
S.M., Massachusetts Institute of Technology

Alfred Girard (2001)
Assistant professor of information technology
B.S. Worcester Polytechnical Institute
M.S., Northeastern University

Betsy Gunzelmann (1996)
Associate professor of psychology
B.S., M.Ed., Salem State College
Ed.D., Boston University

Yvonne C. Hall (1981)
Professor of economics and finance
B.S.B.A., Florida Technological University
M.S., Ph.D., Colorado State University

Shaikh A. Hamid (1999)
Assistant professor of economics and finance
B.A., M.B.A., University of Dhaka
D.B.A., Boston University

Richard O. Hanson (1983)
Professor of accounting
A.S., Burdett College
B.S., Bellarmine College
M.B.A., New Hampshire College
CPA, CMA

Gerald I. Harel (1984)
Professor of quantitative studies
B.S., Hebrew University
M.B.A., State University of New York
M.A., Ph.D., Temple University

Mahboubul Hassan (1985)
Professor of economics and finance
B.A., M.A., M.B.A., University of Dhaka
M.A.P.E., Boston University
D.B.A., Nova Southeastern University

Carolyn Hollman (1980)
Professor of English and education
A.B., University of Michigan
M.A., University of New Hampshire
Ed.D., Vanderbilt University

Dewayne Howell (2002)
Visiting professor of education
B.S., Millerville University
M.Ed., Shippensburg University
Ed.D., University of Massachusetts

Nicholas Hunt-Bull (2002)
Assistant professor of Philosophy
B.A., M.A., University of Western Ontario
M.A., Ph.D., University of North Carolina at Chapel Hill

Muriel Ingalls (2002)
Visiting assistant professor of education
B.S., Keene State College
M.Ed., University of New Hampshire

Alec Ingraham (1978)
Professor of mathematics
B.A., M.A., University of Massachusetts-Boston

R. Larry Johnson (1978)
Professor of economics and finance
B.S.M.E., Northeastern University
M.S., D.B.A., George Washington University

Burton S. Kaliski (1975)
Professor of business education
B.B.A., City College of New York, Baruch School
M.S., State University of New York at Albany
Ed.D., New York University

Gerald E. Karush (1981)
Professor of information technology
B.A., University of Pennsylvania
M.A., Brown University
Ph.D., University of Pennsylvania

J. Desmond Keefe III (1996)
Associate professor of culinary arts
A.S., Johnson & Wales University
M.Ed., Cambridge College
CHE

Lawrence Kinsman (1983)
Professor of English
B.A., State University College at Oneonta
D.A., State University of New York at Albany

Ausra M. Kubilius (1973)
Professor of English
B.A., Boston University
M.A., California State University at Los Angeles
Ed.D., Boston University

Louis B. Lanzillotti (1975)
Associate professor of accounting
B.S., M.B.A., Northeastern University
C.P.A.

Jane Satero Legacy (1999)
Assistant professor of business education
B.S., M.S., Ed.D., University of Houston

Perrin Long (1996)
Assistant professor of culinary arts
A.O.S. Culinary Institute of America
CEC, CHE

Robert Losik (1980)
Professor of organizational leadership
B.S., University of Wisconsin
M.A., University of North Carolina
Ed.D., Vanderbilt University

Kimberly Monk (1999)
Assistant professor of hospitality and tourism management
B.S., Florida International University
M.B.A., New Hampshire College

William J. F. Murphy (1975)
Associate professor of accounting
B.S., Merrimack College
M.A., University of Rhode Island
C.P.A., C.P.A./P.F.S., C.F.P.

Nicholas Nugent (1990)
Professor of international business
B.A., M.B.A., University of South Florida
Ph.D., Florida State University

Stephen D. Owens (2000)
Assistant professor of culinary arts
B.S., Rochester Institute of Technology
M.S., New Hampshire College
CHE

Helen Packey (2001)
Assistant professor of English
B.S., Morehead State University
M.A.L.S., State University of New York

Steven R. Painchaud (1985)
Assistant professor of organizational studies
B.A., St. Joseph's College
M.S., University of Southern Maine
D.Ed., Boston College

Ravindra V. Pandit (1999)
Assistant professor of hospitality and tourism management
A.A., Essex Community College
B.A., St. Xavier University, University of Bombay
M.S., Rochester Institute of Technology
Ph.D., Pennsylvania State University

Laurence J. Pelletier, Jr. (1980)
Professor of accounting and business education
B.S., M.B.A., New Hampshire College
Ed.D., Nova Southeastern University

Susan Peterson (2002)
Visiting assistant professor of education
A.S., Endicott College
B.S., University of Maine
M.Ed., Salem State College
Ed.D., Nova Southeastern University

Norton R. Phelps, Jr. (1968)
Professor of sport management
B.S., Springfield College
M.S., University of Utah
M.B.A., New Hampshire College

Lynda R. Gamans Poloian (1980)
Professor of retailing
B.A., University of New Hampshire
M.Ed., Notre Dame College

Patricia Prinz
Director, Education Programs
A.A., Nassau Community College
B.A., Queens College of the City, University of New York
M.A., University of New Hampshire
Ed.D., Boston University

Vincent F. Rocchio (2002)
Assistant professor of communication
B.A., University of Detroit
M.A., M. Philo., Ph.D., New York University

Marc A. Rubin (1982)
Associate professor of quantitative studies
B.A., Boston University
M.B.A., Northeastern University

Massood V. Samii (1988)
Professor of international business
B.S., University of Hartford
M.B.A., Western New England College
Ph.D., State University of New York

Susan Schragle-Law (1988)
Professor of organizational studies
B.A., M.Ed., Ed.D., University of Massachusetts at Amherst

Robert Seidman (1981)
Professor of information technology
B.S., Rutgers University
M.S., Ph.D., Syracuse University

Don W. Sieker (1980)
Professor of English
A.B., M.A., San Francisco State University
Ph.D., University of California

Romana Sieradzka-Rozbicki (1996)
Assistant professor of international business
M.L., Warsaw University

Patricia Spirou (1993)
Assistant professor of marketing
B.S., Keene State College
M.B.A., New Hampshire College
D.B.A., Nova Southeastern University

Karen Curry Stone (1983)
Professor of marketing
B.A., Wake Forest University
M.A., University of Kentucky
Ph.D., Boston College

Vernon T. Tetley (1968)
Associate professor of mathematics
B.Ed., Plymouth State College
M.S.T., University of New Hampshire

Jeannemarie Thorpe (2001)
Assistant professor of marketing
B.S., University of Bridgeport
M.Ed., Rivier College
M.B.A., New Hampshire College

Susan A. Torrey (1999)
Assistant professor of hospitality and tourism management
A.S., Endicott College
B.S., M.S., Lesley University
CHE

Christopher Toy (1972)
Professor of mathematics
B.S., M.S., San Francisco State

Gary P. Tripp (1996)
Associate professor of economics and finance
B.S., B.A., Nichols College
M.A., Penn State University
Ph.D., Clark University

Harry Umen (2002)
Associate professor of communication
B.F.A., Temple University
M.F.A., Indiana University, Bloomington

John C. VanSantvoord (1980)
Professor of accounting
B.S., New Hampshire College
M.B.A., University of New Hampshire

James D. Walter (1981)
Professor of sociology
B.A., Kent State University
M.A., Indiana State University
Ph.D., Ohio State University

Charles V. A. White (1979)
Professor of economics and finance
B.A., M.S., University of Connecticut
Ph.D., Ohio State University

Steven Widener (1987)
Associate professor of economics
B.A., Xavier University
M.A., Ph.D., University of New Hampshire

Charles L. Wilbert (1968)
Professor of English
B.A., University of Pennsylvania
M.A., Ohio University

Susan I. Youngs (1998)
Associate professor of English
B.A., Luther College
M.A., Washington State University
Ph.D., University of Wisconsin

Christine Zimmermann (1982)
Associate professor of English
B.S., Springfield College
M.Ed., Notre Dame College

Walter L. Zimmermann (1968)
Professor of psychology
B.S., M.Ed., Springfield College

Center for Language Education

Daniel Raffalovich
Director
B.A., University of Chicago
Ph.D., University of Texas at Austin

Gary Carkin (1982)
Professor
B.A., University of New Hampshire
M.A., University of New Mexico
Ph.D., Michigan State University

Denis A. Hall (1982)
Associate professor
B.A., M.A., University of New Hampshire

Lyra Riabov (1982)
Associate professor
B.A., M.A., Volgograd University

Antimo DiMatteo (1993)
Assistant professor
B.S., Butler University
M.Ed., Notre Dame College

Fran Kelly (1992)
Assistant professor
B.A., St. John's University
M.A., Boston University
M.A., Notre Dame College

Rosemary Orlando (1994)
Assistant professor
B.A., Providence College
M.Ed., Rhode Island College

Silvia Spence (1989)
Assistant professor
B.A., Pfeiffer University
M.Ed., Notre Dame College

Community Economic Development

Michael Swack (1981)
Director, School of CED Program, professor
B.A., University of Wisconsin
M.S., Harvard University
Ph.D., Columbia University

A. Toscan Aricanli (1996)
Professor of community economic development
B.A., Claremont Men's College
A.M., Ph.D., Harvard University

Christine A. Clamp (1981)
Professor of community economic development
B.A., Friends World College
M.A., Ph.D., Boston College

Woullard Lett
Alumni coordinator
Adjunct professor of community economic development
B.A., Northeastern Illinois University
M.S., New Hampshire College

Continuing Education and Distance Education

Karen L. Muncaster
Executive director of Continuing Education and Distance Education
B.S., Indiana University
M.Ed., Tufts University

Janet Byrne
Academic advisor, Distance Education
B.S., University of Vermont
M.B.A., New Hampshire College

Kim Dabilis Byrne
Assistant director, Distance Education
B.S., M.B.A., New Hampshire College

Russell Carbonneau
Academic advisor, Nashua Center
A.S., Daniel Webster College
B.S., University of Massachusetts at Lowell
M.B.A., New Hampshire College

Jean Careno
Director, Dover Center
B.A., M.A., University of New Hampshire

Walter Derrenbacher
Director, Manchester Center
B.S., Syracuse University
M.S., Lesley University

Karen Goodman
Director, Nashua Center
B.S., Regents College, the University of the State of New York
M.A., University of the Incarnate Word

Gilda Guttman
Academic advisor, Salem Center
B.S., New York University
M.S., Long Island University
Ph.D., New York University

Anne Hunter
Academic advisor, Portsmouth Center
B.S., SUNY Potsdam
M.Ed., University of New Hampshire

Kim Keegan
Director, Salem Center
B.A., University of New Hampshire
M.Ed., Plymouth State College

Robert McChesney
Director, Roosevelt Roads Center
B.S., M.B.A., New Hampshire College

Lucille Moon
Director, Brunswick Center
A.S., B.S., Daniel Webster College
M.B.A., New Hampshire College

Richard Padova
Academic advisor, Laconia Center
A.A., Northern Essex Community College
B.S., Salem State College
M.Ed., Northeastern University

Ronald Poulin
Academic advisor, Brunswick Center
A.A., University of Maryland
B.A., Regents University, the University of the State of New York

George Scollin
Academic advisor, Manchester Center
B.A., Merrimack College
M.Ed., Salem State College
C.A.E.S., Boston College

Nora Sheridan
Assistant director, Manchester Center
A.S., Aquinas College, Milton, Mass.
B.S., Suffolk University
M.B.A., New Hampshire College

Adrienne Stevens
Director, Laconia Center
B.Ed., Plymouth State College
M.Ed., Rivier College

Jane Torrey
Director, Portsmouth Center
B.A., St. Lawrence University
M.S., New Hampshire College

Career, Learner and Academic Support Services (CLASS)

Richard Colfer
Director of Academic Advising
Assistant professor
B.A., M.A., Glassboro State College
M.H.S., New Hampshire College

James M. Kuras
Director of the Career Development Center
Coordinator, Study Abroad Programs
B.A., Eastern Connecticut University
M.Ed., Springfield College

Lori DeConinck
Director of Tutoring and Mentoring Services
Assistant professor
A.S., Notre Dame College
B.S., New Hampshire College
M.A.C.P., Rivier College

Beth Dooley
Associate director of Career Development
B.S., Franklin Pierce College
M.S., New Hampshire College

Nicole MacMillan
Assistant director of Career Development
B.A., M.Ed., University of New Hampshire

Harry A.B. and Gertrude C. Shapiro Library

Ronald H. Epp
Director, Shapiro Library
Associate professor
B.S., University of Rochester
M.L.S., University of Memphis
M.A., Ph.D., State University of New York at Buffalo

Deborah E. Wilcox
Technical services librarian
Associate professor
B.A., University of New Hampshire
M.L.S., University of Rhode Island

Kevin Coakley-Welch
Reference Coordinator/Instruction Librarian
Assistant professor
B.A., Bates College
M.A., College of William and Mary
M.L.I.S., University of Rhode Island

Edward W. Daniels
Public services librarian, periodicals/off-campus services
Associate professor
B.A., University of New Hampshire
M.L.S., University of Rhode Island

Carol Thurston West
Public services/network librarian
Associate professor
A.A., University of New Hampshire, Merrimack Valley
B.S.H.S., New Hampshire College
M.S., Simmons College

University Administrative Staff

Ashley Adams
Admission counselor/Three-year coordinator
B.S., Southern New Hampshire University

Roberta Banfield
Administrative coordinator
B.M., Notre Dame College
M.Ed., Rivier College

Leslie Bembridge
Associate director of Financial Aid
B.S.W., Plymouth State College

William Brodeur
Supervisor of Systems Programming, Computing Resources
B.S., New Hampshire College

Linda L. Broome
Manager of Payroll
B.S., M.B.A., New Hampshire College

Ellen Cady
Associate director of Admission-Graduate Programs
B.A., Plymouth State College
Ed.M., University of New Hampshire

Gina Cappello
Grant Writer
B.A., Northeastern University
M.B.E., Southern New Hampshire University

Annamarie Cioffari
Co-director, Program in Community Mental Health
B.A., University of Bridgeport
Ph.D., University of Vermont

Anna Clifford
Assistant director of Financial Aid
B.S., Green Mountain College

Rev. Bruce W. Collard
Director of Campus Ministry/Catholic chaplain
B.A., Providence College
Master of Divinity, Mt. St. Mary College, Maryland
Cert. of Philosophy, St. Mary College, Kentucky
National Certification Campus Ministry CCMA

Pierre B. Collins
Residence director
B.A., Franklin Pierce College

George E. Commenator
Director of Center for International Exchange
A.B., Rockhurst College
Ph.D., Boston College

Michael DeBlasi
 Director of Alumni and Community Relations
 B.S., New Hampshire College
 M.A., Rider College

Jill DeCrosta
 Associate director of Admission
 B.A., Ithaca College
 M.A., Emerson College

Constance Demers
 Associate director of International Admission
 B.S., New Hampshire College

Heather Downs
 Associate director of Student Organizations and
 Leadership
 B.S., University of Massachusetts at Lowell
 M.B.E., New Hampshire College

Daryl Dreffs
 Director of Computing Resources
 B.S., Michigan State University
 M.B.A., Eastern Michigan University

Timothy Dreyer
 Director of Financial Aid
 B.F.A., University of Connecticut

Scott Durand
 Academic advisor
 B.A., Southern New Hampshire University
 M.Ed., University of Tennessee

Frank Eaton, C.P.M., A.P.P., C.A.G.A.
 Director of Purchasing/risk manager
 B.S., New Hampshire College

Michelle L. Emery
 Associate director of Communications & Media Relations
 Senior writer, Planning and Marketing
 B.A., University of New Hampshire

Aaron Flint
 Manager of Instructional Support
 Computing Resources
 B.A., Saint Anselm College
 M.H.A., University of New Hampshire

Monique Fonner
 Technical applications specialist
 Computing Resources
 B.S., New Hampshire College

Malcolm Forsman
 Director of Graduate Enrollment Services
 A.S., Wentworth Institute
 B.S., New Hampshire College
 B.S., Franklin Pierce College
 M.Ed., Notre Dame College

Laurence Franco
 Director of Media Services
 B.S., New Hampshire College

Alyson Galipeau
 Assistant registrar
 B.A., Rivier College

Patricia E. Garrity
 Director of Publications
 B.S., New Hampshire College

Jane Glennan
 Director of Educational Continuum
 B.A., Boston College

Jet Goldberg, L.C.M.H.C.
 Coordinator of Counseling Services
 B.A., Brandeis University
 M.A., Rivier College

Thomas Gonyea
 Associate director of Residence Life
 B.S., M.S., State University College, Plattsburgh, N.Y.

Gregory Goodwin
 Programmer analyst, Computing Resources

Linda R. Goyette
 Accounting manager
 B.S., Plymouth State College

Louis Greenstein, C.F.E.
 Director of Auxiliary Services
 A.S., University of Massachusetts at Amherst

Richard Groleau
 Assistant director of International Admissions
 Director of Special Projects
 B.A., University of New Hampshire
 M.Ed., Notre Dame College

Julie Gustafson
 Incubator manager
 B.A., University of New Hampshire
 M.B.A., New Hampshire College

Corey Hall
 Assistant director of Financial Aid
 B.A., New England College

Steven Harvey
 Director of International Admission
 B.S., University of Maine
 M.A., Ph.D., Boston University

Tom Helm
Manager of AV Services
B.S., New Hampshire College

Linda Hicks
Director of Food Service
A.S., Dean Jr. College
B.S., M.B.A., New Hampshire College

Pamela Hogan
Director of Human Resources
A.S., B.S., New Hampshire College

Kathy Ireland
Telecommunications system administrator
A.S., Berkshire Community College
B.S., Franklin Pierce College

Sarah Jacobs
Residence director
B.S., Fitchburg State College
M.S., Northeastern University

Hyla Jaffe
Coordinator of Disability Services
B.S., Boston University
Certificate in learning disabilities, Boston College
M.M.H.S., Brandeis University

Cassidy Jones
Assistant director of Admission
B.S., New Hampshire College

Bruce Joyce
Facility manager, baseball coach
B.S., New Hampshire College

John C. Knorr
Hospitality Center general manager
Instructor, hospitality and tourism management
B.S., M.S., Widener University

Darrell J. Krook
Director of accounting
A.S., N.H.VTC, Nashua

Brenda Labrie
Human Resources administrator
B.S., New Hampshire College

Jacqueline Larmie
User liaison, Computing Resources
A.S., B.S., New Hampshire College

Deanna J. Leone
Residence director
B.A., Juniata College
M.Ed., University of Massachusetts, Amherst

Donna Marshall
Media graphics coordinator
B.A., Jamestown College

Chad Mason
Equipment/event manager, Athletics
B.S., M.S., New Hampshire College

Dennis Masi
Women's basketball coach
B.A., Western Connecticut State University
M.A., Adelphi University

Susan Maslack
Coordinator of site development, Program in Community
Mental Health
B.S., University of Vermont
M.S.W., Boston University

Gregg Mazzola
Director of Communications & Media Relations
B.A., University of Dayton

Anne F. McCubrey
Assistant registrar
B.S., University of New Hampshire
M.B.A., New Hampshire College

Thomas M. McDermott
Sports information director
B.S., SUNY Brockport

George E. Miville
Director of Public Safety
A.S., B.S., St. Anselm College

Lisa Jo Moher
Assistant director of Financial Aid
B.M.E., University of Kansas

Debbie J. Moore
Senior Credit manager

Denise Morin
Conference Services coordinator
A.S., New Hampshire College

Chris Morris
Director of Facilities
B.S., Nasson College

James Olkovikas
Manager of administrative computing
Computing Resources
B.S., New Hampshire College

Richard Ouellette
Registrar
B.T., M.A., Appalachian State University
Ed.D., Vanderbilt University

Mark Paradis
Hospitality Center purchasing coordinator
A.O.S., Johnson and Wales University

Melinda Parker
Credit manager
B.S., New Hampshire College

June Phillips
Director of Annual Giving & Development
B.S., Northeastern University

Mark Pierce
Residence director
B.A., University of North Carolina at Chapel Hill
M.Ed., Quinicy University

Thomas W. Poitras
Head men's soccer coach
B.S., Southern Connecticut State University

Joseph R. Polak
Director of Athletics
B.A., Fordham University

Brad Poznanski
Assistant VP Student Affairs/Enrollment Management
B.S., Springfield College
M.S., Rivier College

Raymond Prouty
Associate director of Athletics/athletic business manager
B.S., New Hampshire College

Terry M. Prouty
Women's soccer and softball coach
B.S., New Hampshire College

Sheila Roy
Director of Student Administrative Services/bursar
A.S., B.S., New Hampshire College

Keri Sayer
Residence director
B.S., Plymouth State College

Maureen Scarfo
Benefits administrator
A.S., Katharine Gibbs School

Amy Slattum
Admission counselor
B.S., New Hampshire College

Pauline Y. St. Hilaire
Associate director of Admission
B.S., M.S., New Hampshire College

Norman H. St. Onge, Jr.
Assistant to the director of Public Safety
B.S., New Hampshire College

Robert P. Schiavoni
Director of Residence Life
B.S., New Hampshire College
M.Ed., Springfield College

Stanley C. Spirou
Head men's basketball coach
B.S., Keene State College
M.Ed., Antioch University

Scott A. Tierno
Director of Student Organizations and Leadership
B.S., Plymouth State College
M.Ed., Northeastern University

Christine Wernersbach
Graphic designer, Planning and Marketing
A.S., Manchester Community Technical College

Nancy White
Coordinator of Health Services
L.P.N., Moore General Hospital School of Practical
Nursing
B.S.H.S., New Hampshire College

James A. Whitmore
Associate director of Human Resources
B.A., University of New Hampshire
M.B.A., New Hampshire College

Sara Wilson
Director, Wellness Center
B.A., University of Virginia
M.S.H.S., Springfield College

Sean Woolford
Assistant director of Admission
B.A., Westbrook College

Vanessa Zerillo
Program director, Field-based Graduate Program in
Education
B.A., State University College of New York
M.S., University of Vermont
Ed.D., Nova Southeastern University

Jeanne Zimmerman
Recruitment and marketing specialist, Program in
Community Mental Health
B.S., Trinity College of Vermont

Vincent J. Zuccala
Trainer/fitness director
B.S., Salem State College
M.S., Eastern Illinois University

Honorary Degree Recipients

- 1971 Mrs. Gertrude Shapiro, Doctor of Humane Letters
1972 Col. John H. Glenn, Doctor of Science
1973 Julian Bond, Doctor of Laws
1974 Stewart L. Udall, Doctor of Laws
1975 Louis Rukeyser, Doctor of Humane Letters
1976 Nikki Giovnanni, Doctor of Humane Letters
Williams S. Green, Doctor of Laws
1977 Martin Agronsky, Doctor of Laws
Rev. Placidus H. Riley, Doctor of Humane Letters
1978 Newell S. Paire, Doctor of Laws
1979 Eugene S. Mills, Doctor of Laws
Charles S. Stanton, Doctor of Laws
John F. Sterling, Doctor of Laws
1980 Jack L. Bowers, Doctor of Laws
Norris Cotton, Doctor of Laws
Philip S. Dunlap, Doctor of Laws
1981 John A. Beckett, Doctor of Laws
Richard A. Fulton, Doctor of Laws
1982 Lotte Jacobi, Doctor of Humane Letters
Robert Rosenberg, Doctor of Laws
1983 Henry R. Bloch, Doctor of Laws
1984 Ralph W. Farmer, Doctor of Laws
Victor K. Kiam II, Doctor of Laws
Warren B. Rudman, Doctor of Laws
1985 Curtis L. Carlson, Doctor of Humane Letters
1986 Christopher Forbes, Doctor of Humane Letters
Sakip Sabanci, Doctor of Laws
1987 Joachim W. Froelich, OSB, Doctor of Humane Letters
1988 Kenneth J. Rowley, Doctor of Laws
Thomas V. Vanderslice, Doctor of Science
1989 Thomas A. Corcoran, Doctor of Laws
1990 Raymond F. Truncellito, Doctor of Laws
Patricia Gallup, Doctor of Science
1991 Christos Papoutsy, Doctor of Laws
Hedrick L. Smith, Doctor of Humane Letters
Elton See Tan, Doctor of Laws
1992 Sophia Collier, Doctor of Laws
Gary Hirshberg, Doctor of Science
Kimon S. Zachos, Doctor of Laws
Alirio Parra, Doctor of Laws
1993 Andrew W. Greene, Doctor of Laws
Yelena Khanga, Doctor of Humane Letters
1994 David Van Note, Doctor of Laws
John F. Swope, Doctor of Laws
1995 Elizabeth Hanford Dole, Doctor of Laws
Norman C. Payson, Doctor of Science
Bedrettin Dalan, Doctor of Laws
1996 Kenneth D. Van Kleeck, Doctor of Laws
Katharine Delahayne Paine, Doctor of Laws
Juan Manuel Santos C., Doctor of Laws
1997 Franklin Abraham Sonn, Doctor of Laws
Dean Kamen, Doctor of Science
Donald Murray, Doctor of Humane Letters
1998 Dr. Jacqueline Mara, Doctor of Laws
Lewis M. Feldstein, Doctor of Laws
Walter Peterson, Doctor of Laws
Dr. Selma R. Deitch, Doctor of Science

- 1999 Jeanne Shaheen, Doctor of Laws
Malcolm S. Forbes Jr., Doctor of Laws
2000 Jan C. Scruggs, Doctor of Laws
Sr. Carol J. Descoteaux, Doctor of Humane Letters
2001 Joan Corcoran, Doctor of Laws
J. Bonnie Newman, Doctor of Laws
Raymond Wieczorek, Doctor of Laws
2002 William E. Green, Doctor of Laws
Georgie Thomas, Doctor of Laws
Seham Razzouqi, Doctor of Laws
Ismail Serageldin, Doctor of Science

Distinguished Achievement Citations

Alumni Association Distinguished Service Award

- 1979 Kenneth E. Preve '71
1980 Chris Papoutsy '57
1981 Richard Courtemanche '73
1982 David D. Myler '69
1983 Maurice Raymond '70
1984 Robert K. Morine '71
1985 Michael Brody '73
1987 Gertrude Shapiro
1988 Thomas Space '74
1989 William S. Green
1990 Dale L. Plavnicky '83
1991 Michael DeBlasi '70
1992 George Larkin
1993 Dorothy Rogers
1995 Rene LeClerc '71
1996 Peter Perich '76 and '85 (MS)
1997 Doug Blais '88
1998 Richard A. Gustafson
1999 Paula Reigel '86 & '92
2000 Janice (Somers) Fitzpatrick '93
2001 Bianca Holm

Alumni Hall of Fame Recipients

- 1991 Tony Lambert '68
1992 Dr. Judith Bouley '57
1993 Dr. Christos Papoutsy '57
1994 Richard Courtemanche '73
1995 David Myler '69
1996 Michael DeBlasi '70
1997 Robert Garneau '77
1998 Edward Ithier '87
1999 Thomas Tessier '74
2000 Bea Dalton '73
2001 Donald Labrie '71

Southern New Hampshire University Excellence in Teaching Recipients

1989 Burton S. Kaliski
1990 Robert R. Craven
1991 Marc A. Rubin
1992 Nicholas Nugent
1993 Robert Losik
1994 Ausra M. Kubilius
1994 Camille Biafore
1995 Karen Stone
1995 Beverly Smith
1996 Eleanor Dunfey-Freiburger
1996 Nicholas Cameron
1997 Robert Begiebing
1997 Mary Healey
1998 Patricia Spirou
1998 John Aylard
1999 Jeanette Ritzenthaler
1999 Helen Packey
2000 Mahboubal Hassan
2000 Eva Martel
2001 Martin J. Bradley
2001 Gary Baker
2002 Perrin H. Long
2002 Daniel O'Leary

Index

A

Academic Advising Office	24
Academic Calendar	3
Academic Calendar and Fees for ESL	27
Academic Complaint	125
Academic Honesty	121
Academic Honors	129
Academic Programs	6, 30
Academic Renewal	126
Academic Review	121
Academic Standards and Regulations	120
Academic Support Services	10, 24
Accounting	38, 47, 49, 73
Accounting/Finance	38
Accreditation and Membership	6
Add and Drop	123
Admission	12, 13, 27
Admission Assessment	13
Advance Pre-registration	123
Advertising	39, 51, 77
Alpha Chi Honor Society	129
Alternative Loans for Parents and Students	19
Alumni Grants and Scholarships	15
Alumni Awards	146
Amendment of Degree Requirements	123
Army and Air Force ROTC	29
Articulation Agreements	14
Arts and Humanities	52
Associate Degrees	7, 59, 66
Associate in Science	47
Athletic Facilities	131
Athletic Scholarship Program	16
Athletics	131
Attendance	122
Audio Visual Center	24
Audit	120
Awarding of Credit	124, 125

B

Bachelor of Applied Science in Hospitality Administration (BASHA)	65
Baking Certificate	67
Basic Writing Competency Examination	126
Biology	78
Business Administration	39, 47, 74
Business Core	38
Business Studies	41
Business Teacher Education	70

C

Camp Synergy	132
Campus	6
Campus Ministry	132
Career Development Office	25
Center for Career, Learner and Academic Support Services (CLASS)	24, 141
Center for International Exchange	131
Center for Language Education	26, 140
Certificate Programs	7, 49
Change of Major	123
Class Cancellations	123
Club Management	62
Communication	52, 78
Community Economic Development	9, 140
Commuter Student Council	133
Competency in Writing	126
Computer Programming	49
Continuing Education and Distance Education	141
Convention and Event Management	62
Conversion Program	69
Cooking Certificate	67
Cooperative Education	25
Council for Activities and Programming Events (CAPE)	133
Counseling Services	130
Course Descriptions	73
Course-By-Arrangement	124
Credit for Life Experience	14
Credit Through Portfolio Assessment	124
Credit Overload	22
Culinary Arts	66
Culinary Arts Admission	12
Culinary Arts Program	8
Culinary Fees	21
Culinary Student Association	133

D

Deans	135
DECA Scholarship	16
Delta Mu Delta Honor Society	129
Deposit Policy	21
Destination Management	63
Directions	152
Disciplinary Dismissal	125
Distance Education	7
Distinguished Achievement Citations	146
Division of Continuing Education	23

E

Early Action	13
Economics/Finance Program	44
Education Curricula	69

Education Programs	68
Educational Services	130
Endowed Scholarships	16
Enforcement	20
English	85
English Language and Literature	53
English Major with Teacher Certification Track	71

F

Fashion Merchandising Curriculum	48
Federal and State Programs (Loans and Grants)	18, 19
Federal Work Study Program (FWSP)	19
Financial Aid	15
Food and Beverage Management	63
Fraternities and Sororities	133
Freshman Admission	12
Freshman Course Requirements	126
Freshman Experience	88
Future Business Leaders of America Scholarship	16

G

G.A.P. (Stafford) Loans	19
Gertrude C. Shapiro Scholarship	16
Goals of the University	5
Gold Key	129
Governor's Success Grant	18
Grades and Grading	120
Graduate Programs	9
Graduation	127, 128
Guidelines for Certificate Worksheets	49

H

Harry A. B. and Gertrude C. Shapiro Library	24
Health Services	130
Hector Boiardi Scholarship	17
History	53, 90
History of the University	4
Holy Day Policy	122
Honorary Degree Recipients	146
Honors	92
Honors Program	28
Hospitality and Tourism Management Programs	61
Hospitality Center Scholarship	17
Hotel and Resort Management	64
Housing Security Deposit	21
Human Resource Management	49
Humanities	97

I

Incompletes	120
Independent Study	123

Information Technology	44, 48
Institutional Examinations	124
Inter-Greek Council	133
Internal Transfer	14
International Business	45, 98
International Student Admission	13

K

Kappa Chi Scholarship Fund	17
Kappa Delta Phi National Fraternity Scholarship	17

L

Leave of Absence	126
Leeuwarden, The Netherlands	29
Liberal Arts Core	51
Literature	103
Literature Electives	73
Loans and Jobs	18

M

Management Advisory Services	45, 105
Marketing	46, 48, 106
Marketing Teacher Education	71
Mathematics	105
Mathematics/Science	59
Media Organizations	133
Message from the President	1
Minors	7, 31
Mission	4

N

NBEA Award of Merit	129
Non-matriculated Part-time Students	22

O

Off-campus Employment	19
Office of Disability Services	25
Office of Residence Life	131
Office of Student Organizations and Leadership	132
Outside Assistance	19

P

Payment of University Bills	21
Personal Computer Software	122
Personal Interviews and Campus Tours	13
Phi Delta Psi Fraternity Scholarship	17
Phi Theta Kappa Honor Society	129
Phi Theta Kappa Transfer Scholarship	16
Policies	121
Political Science	55, 108

Pre-Law Program 8
 Pre-Secondary Programs 69
 Presidential Scholarship 15
 President's List and Dean's List 129
 Privacy of Student Records 120
 Production and Inventory Control 49
 Psi Chi Honor Society 129
 Psychology 57, 111
 Public Relations 57
 Public Safety 132

R

Re-admission 126
 Refund Policy 22
 Regulations 120
 Repeating Courses 121
 Requirements for Completion 27
 Residency Requirements 128
 Resident Assistant Scholarship Program 16
 Retailing 46
 Returning Student Refund Policy 21
 Review 20
 Robert E. Plourde Scholarship 16
 Rolling Admission 13
 Ronald L. Woodward Memorial Scholarship 17
 ROTC Scholarships 29

S

Scholastic Standing 121
 School Cores 30
 School of Business 37
 School of Hospitality, Tourism and Culinary Mgmt. 60
 School of Liberal Arts 50
 Scott Caswell Memorial Scholarship 17
 Secondary Education Programs 70
 Selection Criteria 18
 Service To Students With Disabilities 10
 Sibling Grant 15
 Social Sciences 58
 Social Studies Teacher Education 72
 Solicitation Policy 133
 Southern New Hampshire University Ambassadors 133
 Southern New Hampshire University Grants and Scholarships 15
 Southern New Hampshire University Network Acceptable Use Policy 122
 Southern New Hampshire University Overseas Centers 28
 Southern New Hampshire University Seminar 114
 Southern New Hampshire University Student Part-time Payroll 19
 Southern New Hampshire University Study Abroad 28
 Special Topics Courses 73

Spectrum 29
 Sport Management 46, 114
 Standardized Testing Programs 124
 Standards of Satisfactory Academic Progress for Financial Aid 20
 State Student Incentive Grant (SSIG) 18
 Statement of Belief 130
 Student Affairs 130
 Student Exchange Courses 29
 Student Government Association 132
 Supplemental Labs 25

T

Teacher Education 82
 Teacher Education Core 69
 Technical Management Program 47
 Teloian Scholarship Fund 16
 Testing of Students with Disabilities 126
 Three-Year Bachelor of Science in Business Administration 12, 40
 Tony Lambert Memorial Fund 17
 Transcript Request 121
 Transfer Admission 12
 Transfer Credits 14, 125
 Travel Management 64
 Trustees of the University 134
 Tuition and Expenses 21

U

Undergraduate Curriculum 30
 University Directory 134
 University of North London 28

V

Veterans Benefits 19
 Veterans Fund 17
 VICA Scholarship 16

W

Wellness Center 130
 Wellness Housing 132
 Who's Who Among Students in American Colleges and Universities 129
 William S. Green Scholarship 16
 Withdrawal from Class 125
 Withdrawal from Southern New Hampshire University 125
 Women's Faculty Scholarship 17
 Worksheets 123

*Photographs by Peter Finger, Tom McDermott and Jay
Heath*

How to Get to Southern New Hampshire University

From Boston (1 hour)

From I-93 take exit 9N onto US 3/Rt 28 heading north. At the first intersection, go left onto West Alice Dr., which becomes Donati Dr. at the sharp curve. Follow Donati Dr. to the end, then go right onto Bicentennial Dr. Follow Bicentennial Dr. to the stop sign, then take a right onto North River Rd. The university is 1/4 mile on the left.

From Hartford, CT (2 1/2 hours)

I-84E to I-90E to I-495N to I-93N. In New Hampshire, take exit 9N. Proceed as above.

From Worcester, MA (1 1/4 hour)

I-290 to I-495N to I-93N. Proceed as above.

From New Jersey and New York City (4 to 6 hours)

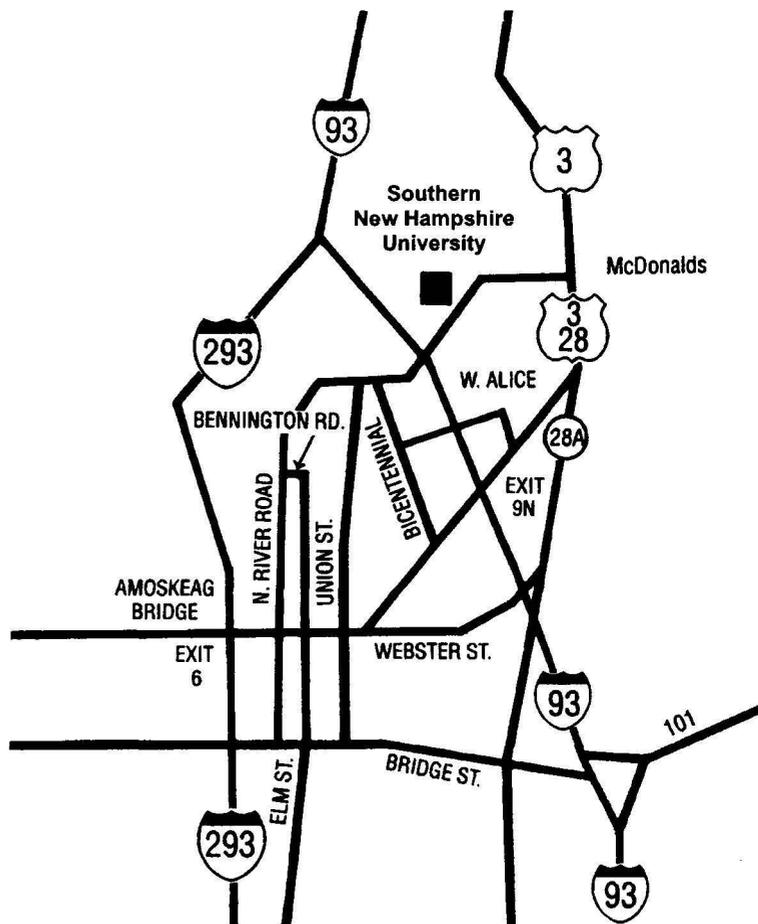
George Washington Bridge in New York City take I-95N to I-91N to I-84E in Hartford, CT to I-90E to I-495N to I-93N in New Hampshire, take exit 9N. Proceed as above.

From Everett Turnpike/Route 3

Take US 3 to I-293 North to exit 6. Bear right at traffic circle and cross the Amoskeag Bridge, then turn left onto Elm St. Follow Elm for 1 mile, then turn left onto Bennington Rd. Go 1 block, then right onto North River Rd. The university is 1.5 miles on the left.

From the North (I-93)

Take I-93S to exit 9N. Drive North on US 3/Rt 28, proceed as above.



A Note on the Purpose of a University Catalog

The purpose of a university catalog is to be of use to present or potential students and faculty members, to serve as a historical document and to let others know the nature and scope of programs available. Such publications are never perfect; the various staff and faculty members listed herein will do their best to answer questions.

Students have the responsibility of becoming familiar with these policies and processes as they pursue their educational goals. The students, administration, faculty and staff have the mutual responsibility of bringing the words to life by making the learning experience as pleasant and productive as possible. The university reserves the right to change any part of it and to make any such changes retroactive for students currently enrolled.



Legend

- 1 - Robert Frost Hall
- 2 - Belknap Hall (1st Floor - Admission Office)
- 3 - Athletic/Recreation Complex
- 4 - New Castle Residence Hall
- 5 - Student Center
- 6 - Shapiro Library
- 7 - Hospitality Center
- 8 - Washington Residence Hall
- 9 - Webster Hall



Bound Printed Matter

SOUTHERN NEW HAMPSHIRE UNIVERSITY

2500 North River Road

Manchester, NH 03106-1045

(603) 668-2211

FAX (603) 645-9665

www.snhu.edu

ADDRESS SERVICE REQUESTED